



We're neither small and elegant nor large and inflexible. We're the right size for the pharmaceutical, feed, food, and nutritional supplement industries, and we know where we're headed. Amotivated crew and an experienced skipper keep us on course; first-class products provide plenty of tailwind and keep us moving.

To strengthen our crew we are looking for a full-time or part-time employee as soon as possible.

Commercial clerk (m/f/d) for internal sales (order entry)

Full-time or part-time (20–25 hours/week)

Your tasks in brief:

- Recording of orders and order processing using ERP; tracking and deadline tracking of orders and projects
- Communication with customers, suppliers and service providers in the national and international environment
- Data maintenance
- Support of order processing, e.g. in the case of complaints
- Support of sales
- Support of quality management
- Collaboration on projects and special topics

Our expectations:

- You have completed commercial training and ideally have professional experience
- You are characterized by a structured and timely way of working as well as a high level of customer orientation, teamwork, flexibility and organizational talent
- You have sound written and spoken English skills
- You are experienced in using ERP systems and common MS Office applications (especially Excel)
- You demonstrate a high level of commitment and motivation as well as an independent, self-reliant way of working
- You have strong social skills and communication skills
- Ideally, you already have experience in the pharmaceutical industry

What we offer you:

- Flat hierarchies, fast decision-making processes
- Attractive salary package and above-average additional benefits (company pension plan, company supplementary health insurance, etc.)
- Further training opportunities
- 30 days of vacation with a 5-day week
- Home office option within the framework of the current company regulations
- Modern workplace, including a height-adjustable desk
- Free parking and good transport connections
- Regular team events.

Otto Brandes GmbH offers you a diverse range of responsibilities within an international company, with excellent professional and personal development prospects. You can expect interesting and challenging work within a team of experienced professionals. Of course, you will be properly trained and inducted by the team. Your efforts will be rewarded with a performance-related salary and modern social benefits.

Would you like to join us and join us on our journey? Then please send your comprehensive application documents, including your desired salary and earliest possible start date, to: personal@otto-brandes.de

APPLY HERE

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