

## **Assistant Internal Sales Department, Noratel Germany AG**

Noratel is a global manufacturer of power magnetics. Our vision is to become the leading strategic partner of high-class solutions for electrical transformation worldwide by delivering outstanding quality, service, competitiveness, and innovation that will help our customers succeeding in their markets.

We are looking for an experienced assistant internal sales department to join our dynamic and ambitious sales management team in Germany

### **Overall Responsibilities:**

Assistant internal sales department will have responsibility for supporting our customers in terms of all back office related tasks.

### **Responsibilities:**

- Customer service /acquisition by telephone, in writing
- Order handling from quotation to invoicing
- Handling of customer inquiries and orders
- Deadline tracking and coordination
- Obtaining approvals for samples
- Invoicing of deliveries and services to customers
- Customer support, if necessary, on site
- Ordering in Noratel's own production facilities as well as from external suppliers
- Negotiation of purchase prices
- Procurement of customer-specific special material
- Creation of articles in the ERP system
- Booking of goods receipts
- Commercial processing of customer complaints

### **Qualifications:**

- Successfully completed commercial education
- Very good communication skills
- Extended knowledge of common office software
- Relevant professional experience in a comparable position desirable
- Initiative and accuracy in the execution of tasks
- Pleasure in working with business partners
- English spoken and written
- Quick comprehension
- Independent and structured way of working
- Ability to work in a team

### **Characteristics**

- Self-motivated with drive and enthusiasm
- Excellent team-worker
- Creative and innovative in his/her approach to problem solving
- Strong sense of initiative and ability to work remotely
- Ambitious

### **Noratel can offer you:**

- Extensive training in the entire area of responsibility
- Varied activity with freedom of creativity
- Cooperation in a young, dynamic team
- Attractive salary and social benefits

**Working at Noratel Germany:**

Noratel Germany AG is a company with 25 employees located in Grafenau and a sales and design center with 4 employees located in Bremen. We have established us as one of the leading providers of customized transformers in Germany since our start in 2001.

We serve group companies and customers in industries such as medical technology, renewable energy, Ship & offshore, audio technology, industrial automation, motor drives, rail and eMobility. Noratel Germany is dedicated to creating an inclusive working environment that encompasses diversity and equal opportunities. In addition to competitive terms, you will have the chance to develop your personal profile and career in an international environment. Our success will encompass the well-being of our existing and future employees and minimization of our carbon footprint.

**About Noratel Group:**

Noratel was established in 1925 and is servicing industry worldwide, evolving to meet the ever-changing demands of our customers. Today we are a leading global provider, proud to offer the most comprehensive range of transformers, reactors and power supplies. Besides a comprehensive standard range product portfolio, the majority of Noratel production is dedicated to custom design and manufacturing to meet the requirements of OEM customers. Noratel employs 2000+ people across 13 countries in Europe, Asia and North America. Corporate headquarters is based in Hokksund, Norway.

**Seniority Level**

- Low to mid-level

**Industry**

- Power magnetics

**Employment Type**

- Full-time

**Job Functions**

- Assistant internal sales

**Start date:**

- To be agreed

**For more details about the position, contact:**

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Pamela Wenig, Sales administration, email: [pamela.wenig@noratel.com](mailto:pamela.wenig@noratel.com)

**Location:**

- Grafenau, Germany