

Join Us!

Sales Support Administrator

Location: Växjö, Sweden



Noratel is a global manufacturer of power magnetics. Our vision is to be 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 succeed in their markets.

We are currently looking for a Sales Support Administrator to join our dynamic and ambitious Noratel Sweden team in our Växjö office.

Overall duties and responsibilities:

- Manage and administer our customers' orders.
- Plan and purchase products from our production companies.
- Delivery monitoring from our production companies and to our customers.
- Price follow-up to customers and from our production companies.
- Contact with customers and suppliers in speech and writing.
- Customer service with the customer in focus.
- Close cooperation with other companies within the Noratel Group.

Qualifications:

- Basic knowledge of Excel.
- Technical background (desirable).
- Good ability to collaborate with people at different levels.
- Swedish and English in speech and writing.
- Basic Microsoft Office skills.



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Characteristics:

- Self-motivated with drive and enthusiasm.
- Excellent team player.
- Creative and innovative in his/her approach to problem-solving.
- Customer-oriented problem solver.

What we offer:

- Interesting and challenging tasks.
- Opportunity for further development within the company.
- Competitive salary.
- Full-time employment.
- A great team of colleagues.

About Noratel Group:

Noratel was established in 1925 and is servicing the 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 2 000+ people across 13 countries in Europe, Asia, and North America. Corporate headquarters are based in Drammen Norway.

Employment Type

- Full-time

Start date:

- To be agreed.

For more details about the position, please contact:

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