



We are a market leader in microelectronic assemblies for medical devices including active implants as well as advanced industrial applications. Companies all over the world rely on our more than 35 years of experience throughout the full product life cycle from design to manufacturing.

For our headquarters in the Lausanne area / Switzerland we are looking for a

Sales Assistant Part-Time – 60%

The position is part of our EMEA Sales & Marketing organization.

Responsibilities

Together with the Account Manager, the main objective is to follow EMEA's commercial activities.

- Be the main person toward the ERP (SAP) system
- Support Sales for administrative tasks as well as for customer follow-up
- Support the commercial team toward office activities
- General customer administration including contract monitoring
- Purchase Order control and invoicing follow-up
- Establish quotes in collaboration with involved internal departments
- Correspondence with internal and external customers
- Collaborate closely with the Operations department to ensure all order-related activities (internal and external)
- Deal effectively with customer queries and after sales care, liaising with the line manager when necessary.
- Ability to interact effectively with all levels of associates both internally and externally

Profile

You are self-motivated, proactive, have a result-driven personality and are ready to step into action when required. You have an open and communicative personality, which fits well with your ability to work in interdisciplinary teams.

You have a strong client orientation and a passion for close collaboration with a wide range of stakeholders.

Your ability to deliver high quality work under time pressure reflects your interest in working in a dynamic and international work environment such as Valtronic.

- Educated to SAP
- Sense of responsibilities, autonomy, dynamism and enthusiasm
- Develop ideas to improve work processes
- Team spirit
- Problem solving, curious and interested in the medical industry
- Excellent communication and interpersonal skills
- Fluent spoken and written English and French

We offer:

- Part-time activity 60%
- Our success comes from our highly skilled and talented employees
- Our employees contribute to improving patient's life
- Dynamic and multidisciplinary teams
- Presence on three continents
- Good social benefits and pleasant work environment

Entry: Immediately or to be defined

Interested? Do not hesitate to send your file to RHinfo@valtronic.com

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