

INDUSTRY SALES TEAM ASSISTANT

(Part-time, 20-hours per week)



We at Rieckermann are on an exciting journey of growth and are looking for a motivated **Industry Sales Team Assistant** for our Packaging Material Solutions Team in Hamburg to help us achieve our vision to become “your first choice industrial solution provider”.

At Rieckermann, our employees are our most precious asset. We embrace the values Quality, Commitment and Trust, which our colleagues and customers can appreciate throughout their Rieckermann experience. We encourage a strong learning culture where innovative ideas are heard, evaluated and supported, giving you the flexibility to develop both on a personal and professional level.

We look forward to having you in the Rieckermann family.

KEY DUTIES

Act as a central point of contact for organizational office tasks.

- Support in travel organization and expense reporting
- Support team with Salesforce CRM system
- Support (digital) workshops, seminars and exhibitions
- Support preparation of marketing tools, such as flyer, web presence and newsletter
- Support in project/order registration, documentation management

KEY REQUIREMENTS

- Working well under pressure
- Ability to work in a multicultural environment
- Goal-oriented, dynamic and high sense of responsibility
- Team and disciplined working spirits
- Effective planning skills
- Good computer skills and proficiency in MS Office Applications, primarily Word and Powerpoint and basic Excel skills
- Good written and verbal English skills
- Experience with CRM system, specifically Salesforce would be welcome but is not a must

Rieckermann is a privately-owned group of companies providing international industrial solutions. We have more than 750 employees at 24 offices in 17 countries spanning Europe, Asia and the Middle East. We have been in business since 1892 and have established ourselves as a leading provider in our core markets and industries. Our service portfolio covers the entire value chain and scope of industrial plant development in various industry sectors: from single unit machines and equipment to complete production lines. We deliver high quality, tailor-made solutions in engineering operations, process technologies and technical services. For more information, please visit **www.rieckermann.com**.

If you would like to grow with us, please apply by sending your resume to Ms. Susie Choong at **susie.c@rieckermann.com**

HH2402

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Disclaimer: Your information will be used solely for your job application. By sending your CV to us, you agree that your personal data shall be processed by us for the abovementioned purpose. In the event that you wish to remove your personal particulars from our system in the future, please email us via the abovementioned email address.



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