

Famous international growing company, we develop, manufacture and distribute our own high-tech microsurgery powered instruments and accessories. Inventiveness, innovation, quality of our products and services have allowed us to play a key role in the international market. To support our development, we are currently looking for a:

SALES ASSISTANT (60 – 80%)

In collaboration with the Sales Administration team, you will be responsible for receipt and processing of orders, all the way through to delivery and invoicing.

Your responsibilities:

- Order & delivery management, and invoicing
- Monitoring customer portfolios
- Drawing up export papers, legalisations and letters of credit
- Drawing up quotes and coordinating follow-up with the After Sales department
- Answering calls and e-mails from our customers, in various languages
- Supporting the sales team
- Coordinating shipments of hire equipment

Your skills:

- Swiss CFC certificate in business, or equivalent vocational qualification
- At least 2-3 years' experience in a similar position
- Good command of French and English (German is a plus)
- Good command of MS Office IT tools, and knowledge of an ERP
- Knowledge in the field of exports is a plus
- Focused on customer satisfaction, proactive and versatile, able to work closely with fellow team members and your supervisor

Location: Biel/Bienne

We offer state-of-the-art conditions in a high-tech working environment. If your profile matches the position, we invite you to submit your complete application by email to job.surgery@bienair.com

