
Grow with us.

AUSTRIA JUICE GmbH is one of the most important global players in the food and beverage market and employs approximately 1,000 people at 15 production sites worldwide. As a leading company in the industry, the AUSTRIA JUICE Group is appreciated by customers for its expertise in the development of

innovative beverage concepts and high-quality food & beverage ingredients.

For our department **Sales Administration** with location in **Kroellendorf** (Allhartsberg, Lower Austria), we are searching for young and motivated personalities for immediately enter as **full-time-force**:

Sales Administration (f/m)

Your tasks

- Internal support for our sales team
- Record & coordination of receipts in sales documents (contracts, calculations etc.) in SAP
- Request and coordinate product samples
- Reporting
- Dunning
- Coordinating and processing of customer requests
- Organizing customer meetings
- Review of contracts and credit limits of customers
- Organization and accounting of trips of our sales team

Your profile

- Completed vocational school with an emphasis on economics (e.g. BHAK, HLW, etc.)
- Several years of professional experience would be an advantage
- Motivated and service-oriented personality
- Organizational talent
- Quick comprehension
- Very good knowledge in MS Office (Word, Excel)
- Very good command of English verbally and written
- SAP knowledge would be an advantage

Our package

- International business environment with attractive perspectives and development possibilities
- Cooperation in a dynamic team with flexible working times
- Financial employer support of your daily lunch
- Diverse tasks with comprehensive individual responsibility
- Due to legal reasons, we are obliged to disclose the minimum salary according to the collective agreement for this position, which is € 28.852,74 gross per year. However, our attractive compensation package is based on market-oriented salaries.

Apply now!

Passion you can taste.

Markus Huber

Human Resources Manager

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