



**Required skills & qualifications for this position:**

- Bachelor's degree (while the position is open to all, preference will be given to candidates with science, mathematics, economics, engineering backgrounds with a strong interest in developing and growing into an Export Sales career)
- Advanced conversational and written foreign language skills in English or German
- Any additional language skills will be considered a strong positive
- Familiarity, interest, and ability in using and learning modern marketing tools & methods from web applications, interfaces to using B2B sales portals like Amazon, Alibaba etc.
- Ability to travel if necessary to overseas for trade shows or other sales related activities
- Personal integrity and strong work ethic
- Strong organizational and communication skills at all levels of the workflow
- Proficiency in Microsoft Office applications

**Objectives & Responsibilities for this role:**

- Support to our export sales team in conducting sales and marketing related activities
- Organizing and keeping customer data up to date
- Contacting and following up with customers if/when necessary
- Prepare, report, follow up offers to customers
- Sending orders to production and coordinating and reporting production finish dates to sales team
- Coordinating and following up order preparations with the warehouse and logistics team