



**Team up with us!** Vincotech, a group company within the Mitsubishi Electric Corporation, is a market leader and reliable partner in power modules. The enterprise develops and manufactures high-quality electronic power components for motion control, renewable energy, and power supply applications.

Headquartered in Unterhaching near Munich, Germany, Vincotech also owns and operates a production site in Bicske, Hungary, and maintains sales offices around the world. With some 800 employees worldwide, Vincotech delivers off-the-shelf products and application-specific solutions with utmost empathy for customers' needs – fast and flexible.

To reinforce our Customer Service team based near the southern edge of Munich, we are seeking a

## CUSTOMER SERVICE SPECIALIST [m/f]

### Your skills are in demand. We need you to:

- / After an intensive orientation to prepare you for this position of great responsibility, you will be the authoritative point of contact for our customers and sales forces for all matters related to orders
- / Among other tasks, you will gather all information necessary to fill a variety of customer orders and ensure they are processed professionally
- / You will also confirm and meticulously monitor delivery dates in close collaboration with production scheduling, logistics and dispatching staff at our plant in Hungary
- / You are able to handle credit memos and subsequent charges with assurance and will play an active role in coordinating returns
- / You can be entrusted to report on sales and deliveries and analyze incoming forecasts

### Your credentials are persuasive. You have:

- / You have earned formal qualifications in business by way of an apprenticeship or traineeship and have ideally completed advanced professional training, for instance, a Business Administration [VWA] training program
- / You have enriched this fundamental skill-set with some initial professional experience in inside sales with a multinational organization, preferably with assistance of electronic devices
- / You are quick to understand business processes and have a basic grasp on bookkeeping
- / You are, of course, skilled in the use of MS Office and SAP R/3 SD
- / You have a fluent command of spoken and written English as well as German
- / You have the poise necessary to remain always calm and focused in high-pressure situations

We welcome your application and look forward to discussing how Vincotech can become your next career choice.

#### Vincotech GmbH

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EMPOWERING YOUR IDEAS

Vincotech