

We are a successful trading company located in Vienna in the field of high-tech products for industry, research and medicine.

To strengthen our team we are looking for an

## **Back Office Customer Service (f/m/x) in the field of biotechnology**

**Full-time, 38,5 or part time, 30 hours per week**

### **Area of responsibility:**

- Quotations, order processing and purchasing at the manufacturer
- Communication interface to customers and suppliers
- Maintenance of prices and conditions in the ERP system
- Close cooperation with the customer service team in which you will be fully integrated, with the product management and with the logistics

### **Requirement profile:**

- Business education / Matura desired
- Professional experience in internal sales/customer service advantageous
- Confident handling of MS Office products, basic knowledge of ERP systems
- Very good knowledge of English

As our ideal candidate, you score with your committed, reliable and flexible way of working and a high level of customer orientation, loyalty and teamwork. You are a friendly personality with pleasure in working independently.

### **Our benefits:**

- An attractive area of responsibility in a dynamic scientific environment
- An excellent corporate culture in an enthusiastic team
- Comprehensive training plan with the opportunity to get to know different departments and areas
- Flexible working hours
- Well connected to public transport
- Parking space
- Tea kitchen with cooking facilities, free coffee and fruit basket
- Monthly food vouchers
- Sustainability / environmental focus (we are certified)

We offer you a gross monthly salary of € 2,500 (full-time position) in a very good working atmosphere. Overpayment possible depending on professional qualifications and experience.

A challenging task awaits you in a stable, successful company that can look back on almost 60 years of company history.

Please send your detailed application (including a CV) to: [customerservice@szabo-scandic.com](mailto:customerservice@szabo-scandic.com)