



For our location in USA (Atlanta (GA)) we are looking for a

Sales Assistant (m/f)

Your tasks:

- Assist Sales Department create quotes, purchase order confirmation and Invoices
- Prepares sales presentations by compiling data; developing presentation formats and materials
- Update/customize presentations
- Communication with Customers
- Answer Sales related calls
- Support on Trade Shows and Sales Projects (Traveling required)
- Assist Sales Department with administrative tasks

Your profile:

- Associates or Bachelor's degree
- Versed in MS Office Suite
- Strong organizational/time management skills
- Outstanding interpersonal and customer relations skills
- Ability to function independently and in a team environment
- Strong Work Ethic
- Positive Attitude
- Independent thinker
- Excellent Communication Skills
- Problem-Solving Skills
- Self-Confident
- Self-starter, desire to be successful

We offer:

Scheugenpflug USA is a medium-sized but fast growing company, characterized by technology, innovation and progresses. You may expect in-depth training as well as a challenging and diversified work activity with development perspective.

Are you interested?

We look forward to receiving your expressive application including cover letter and resume.

With over 500 employees worldwide, a successful product portfolio and a booming order volume, Scheugenpflug AG asserted itself as a key driving force in the areas of automation and potting processes. Its core competency lies in a constant improvement of material processing, feeding and potting systems. Scheugenpflug supplies and supports reputable customers of various sectors such as electronics and electrical engineering, automotive or medical engineering, filter technology and the household appliance industry.