



Administrative assistant (m/f/d) in Order Processing HASCO Iberica

Join our Sales Team!

Our sales team is looking for you if you live in Rubí or surroundings.

We are looking for high quality candidates and go-getters who, with conviction, sustainability and commitment, will foster further development, growth and success and who want to witness the effects of their contribution.

Your skills

- Completed commercial qualification
- Work experience in a related technical environment
- Very good knowledge of Spanish and good knowledge of English or German
- Good MS Office skills
- Experience of working with merchandise management systems/SAP
- Basic knowledge of business administration
- Strong communication skills

Your duties

- Customer care
- Processing of orders and quotations
- Monitoring and coordinating delivery dates
- Cooperation with external sales and technical department
- Occasional trade fair and translation tasks

Your opportunities

Benefit from the advantages of a healthy, international medium-sized company with 700 employees m/f/d and 35 locations worldwide. Based on the HASCO values of agility, innovation, simplicity and performance, we have established ourselves as a leading supplier of modular standards and accessories.

Become part of this success story! Be part of making mould construction even simpler for our customers. We look forward to meeting you! Salary expectations gladly considered.

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