

Technolas Perfect Vision GmbH is the world's leading global ophthalmic company which focuses exclusively on refractive surgery. Our advanced and innovative products and solutions define the future of the refractive industry for the benefit of ophthalmologists and patients.



For our Headquarter in **Munich** we are looking for

Customer Service Administrators (f/m)

English - German
Spanish/Italian - German/English
(1 year contract)

As a member of our multilingual Customer Service Center you are the primary contact person for our clients and customers.

Your responsibilities will include:

- Customer call reception
- Order administration
- Order confirmation and monitoring of dispatched goods
- Invoice preparation and customer communication
- Quotation and sales follow up
- Sales Support of designated area
- Sales reports (ERP report)
- Contract administration
- Holiday replacement within department

Skills and Experience we are looking for:

- Native in one or more of the above languages, high level of English and or German
- Excellent communication skills and a high standard of written communication
- Experience within a fast moving, customer centric environment
- ERP knowledge
- Custom & foreign trade experience desired
- Letter of credit & tender knowledge beneficial

If you feel that you have what it takes to be successful in this role, we look forward to your application to job@technolaspv.com

TECHNOLASTM
P E R F E C T V I S I O N

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