

## Your career in the growth market environment-friendly energy technologies.

We are an internationally operative technology company, working in the field of efficient environment-friendly exterior LED-lighting. We are based in Vienna, currently employing 40 people. Our focus is on premium solar lighting with high quality design standards.

To further improve the support of our international clients and sales partners at the earliest possible date, we are looking for an

# Assistant International Sales/Marketing

## BACK OFFICE, OFFER, - AND ORDER PROCESSING

### Your tasks

- Being the main contact for our international clients and sales partners
- Processing of customer enquiries, bids and orders
- Maintaining the company's website, sales database, price lists etc.
- Operational support/ assistant to the managing director
- Marketing activities (attending trade fairs, managing the company's website)
- Despatch of goods / expediting

### Your profile

- University or college degree
- Excellent spoken and written English, at a least basic knowledge of German, other foreign languages are of advantage
- Several years of relevant working experience in an international environment
- Proper commercial knowledge and a basic understanding of technology
- Excellent computer skills (MS Office, HTML, Adobe InDesign), experience with sales databases (CRM) of advantage
- A structured and independent way of working, a precise working style and pleasure in organizing
- Excellent communication and verbal skills
- An enthusiastic personality, a strong team spirit and a high level of initiative
- A high level of commitment, high endurance and dedication
- Delight in the challenges that come with a multicultural customer structure
- Entrepreneurial thinking, interest in environmental protection

### Our offer

- A varied range of work in a dynamic growth market
- Innovative and unique products with high market potential
- An ambitious and interdisciplinary team with flat hierarchies
- Appropriate remuneration
- Excellent personal development opportunities

The minimum annual salary (based on the Collective Agreement) amounts to € 32.000. The actual salary is higher and is aligned to professional experience and qualification.

If you are interested in this position, please send your sound application (including a photo, your availability and salary expectations), preferably by e-mail, to: [dieter.hornbachner@hei.at](mailto:dieter.hornbachner@hei.at).

**HEI Technology International GmbH, Ameisgasse 65, A-1140 Vienna, Austria.**