

CREATE FUTURE WITH US

HEILIND

Performance. Trust. Innovation.

Heilind is one of the world's leading distributors for interconnect and electromechanical products. We are a privately held and internationally successful midsize company in the Americas, Asia-Pacific and Europe regions with focus on Interconnect, Electromechanical, Fastener and Sensor products. In 1974 Heilind was founded by Bob Clapp and has grown to a company with more than 1.000 employees world-wide.

In a dynamic and future-proof market, you can actively experience and help shape our European growth with us. We offer you the chance to realize yourself in your own area of responsibility and to ensure first-class service for our customers with us. We are continuing to grow our presence in Central Eastern Europe and are seeking to employ you as:

Asystent wsparcia sprzedaży

Sales Support Assistant (f/m)

(based in Kraków, currently also home-office)

You will:

- provide administrative and back up support to Inside Sales, Field Sales and Branch
- perform quote and order entry and maintenance
- prepare various spreadsheets & worksheets
- support improved service and on-time delivery by maintaining records, tracking deliveries, and making recommendations
- prepare and/or distribute sales reports and literature
- maintain responsibility for office supplies, coordination of branch meetings, branch intranet and division contact list

You bring along:

- a service- & solution-oriented way to work
- affinity for numbers and analyses
- skills to independently prioritize your tasks and strong organizational talent
- experience in a sales-driven company
- good communication skills in English, an additional language would be of advantage
- solid computer skills, especially in Excel and experience with a CRM system

Become part of our team:

We offer you a secure job in a growing, international and team-oriented company, and the opportunity to shape and contribute your ideas to develop yourself personally.

Are you interested?

We look forward to receiving your complete application documents. We will lead the application process with you mainly digitally and use telephone and video tools in the beginning. Of course, in the final step you will get to know us personally - with sufficient safety distance. While the safety of everyone involved is always our priority, we don't want to forego the individuality and personal closeness that defines us. We look forward to getting to know you.

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