

Since 1976, Sesotec has been collaborating with customers around the world to develop and build high-tech solutions to diverse challenges: from ensuring the highest product quality, to maximizing added value, to minimizing the waste of resources. Our intelligent technologies and services for foreign body detection, material sorting, and analysis can make a meaningful contribution to boosting production efficiency. In addition to its German headquarters, Sesotec is represented by a total of nine subsidiaries in France, Spain, Italy, Singapore, China, USA, India, Canada, and Thailand, and has over 60 sales partners in all major global markets. The Sesotec Group currently employs over 570 people.

## ON OUR ROAD TO SUCCESS WE ARE CURRENTLY LOOKING FOR YOU AS A SALES ADMINISTRATIVE ASSISTANT *in full time (Bartlett, Illinois) (m/f/d)*



Being an employee in the sales department at Sesotec means being able to live your professional ambitions because a constant development is an integral part of this job. In this way, you make yourself and the company fit for the future - and make a concrete contribution to the well-being of people and the environment by enhancing and supporting the sales of our amazing machines. Currently we are looking for reinforcement in the internal sales department and therefore for you! If you enjoy talking to our customers this might be a perfect job for you. We expect stability and a long-term commitment from you, and in return we offer you the opportunity to grow with Sesotec.

### Your tasks:

- Support in customer administration (e.g. clarification of order-related customer inquiries)
- Quotation preparation and order processing, mainly of the Sales Managers.
- Obtaining and clarifying delivery, payment and shipping conditions
- Dispatch of (down payment) invoices to customers
- Goal-oriented forwarding of inquiries of any kind
- Positive representation of the company, as well as friendly and competent customer care
- Entry of orders in SAP and, if necessary, support in supplementing missing data (master data maintenance) for Sales Managers
- Sales support at trade fairs & conferences
- Support for Sales Manager with receivables management
- Support for Sales Managers in obtaining credit reports and credit limits
- Verification of compliance with internal and contractual customer requirements
- Participation in process optimization of quotation preparation and order entry

Your range of tasks will also expand or deepen according to your skills and ambitions.

### Your profile:

- Commercial professional training with technical knowledge paired with at least 3 years of professional experience in sales
- 2+ years on SAP modules such as MM & SD is a requirement
- Ideally first industry-specific experience
- Personal responsibility and "winning-drive"
- Basic understanding of products and solutions (especially standard)
- Respectful and appreciative communication style, enthusiasm and ability to work in a team
- Structured, independent working style and sense of responsibility

### We offer:

Sesotec offers an unique and rewarding positions with competitive salaries and benefits package as well as opportunities for professional growth. We have a flextime policy in place for all areas of the company where it is possible from an organizational perspective. In addition, we also have various customized models that allow employees to achieve a balance between their professional and personal lives.

At Sesotec you will find a great company. Our corporate culture is characterized by mutual respect and always treating each other fairly. We are agile and team-oriented in the way we work. Passion for our business has been the basis of our sustainable growth for more than 40 years. Being innovative is part of our DNA. Our engineers develop machines, equipment, systems, services and processes by drawing on their enthusiasm and expertise. Innovations do not happen by chance; rather, they are the result of dedicated work performed with conviction. With our intelligent solutions for foreign object detection, material sorting and analysis, we help our customers to ensure that sustainable and high-quality production is profitable for people, the environment and industry. Accordingly, you will fit in with us if you are able to contribute well to such an environment and would like to develop your professional career with us in a long-term and focused manner. If we have aroused your interest, we look forward to hearing from you and receiving your detailed application by e-mail!

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