



Our Company

4a manufacturing is one of the leading manufacturers of micro sandwich composites for lightweight materials and acoustic applications, which are used in cell phones, tablets, laptops and many other products.

Employee Order Processing (m/f/d)

To support our rapidly growing team, we are looking for an Employee Order Processing (m/f/d) full-time in Traboch.

[apply now](#)

Your Profile

- completed commercial and/or technical training (e.g. apprenticeship, HAS, HAK)
- first professional experience in internal sales or in a comparable role
- very good German and good written and spoken English skills
- experience with the various MS Office applications
- ability to work in a team and good communication skills to work successfully with various internal and external interfaces

Scope of tasks

- order acceptance in the ERP system
- customer support (delivery dates, general tasks)
- interface to sales, production planning, purchasing, R&D and management
- master data maintenance in the ERP system (customers, prices, articles)
- invoicing orders in the ERP system

Benefits

- free parking lot and e-charging option for private vehicles
- flexible working hours (flexitime, home office option)
- discounted lunch, free catering of fresh fruit and vegetables, as well as coffee
- ongoing further training
- company daycare center
- employee events
- employee referral bonus
- company doctor
- weekly fitness classes & monthly yoga class



apply now

We are looking forward to your application!

4a manufacturing GmbH Industriepark 1 A – 8772 Traboch
Contact: Jutta Ronner +43 676 847 000 856.

We offer a monthly gross salary in line with the market, depending on individual qualifications and professional experience, of at least 2550 EUR (based on 40 hours per week)



I N P H Y S I C S W E T R U S T