

## ATI Job Profile

### Sales Office Administrator

#### Location: Hallbergmoos, Germany

ATI is seeking self-motivated individuals to fill a part-time position as Office Administrator at Accurate Technologies GmbH & Co KG

Working hours will be 4 hours per day over 5 working days (20 hours per week) with flexible start and finish times but covering the core hours of 10am to 12pm each day.

This position will report to the ATI Germany Business Manager, working closely with the full time Office Administrator within a small team in pleasant office premises located at Hallbergmoos, near Munich.

#### ***Responsibilities***

- Printing and scanning information
- Filing documentation / archiving
- Creating and issuing quotations for customers as requested by sales team
- Receiving purchase orders from customers, checking details and actioning accordingly
- Raising and placing orders for goods with relevant external suppliers
- Receiving all goods-in, unpacking and checking against packing slips/orders (small packages)
- Repackaging goods for dispatch (small packages), creating packing slips and shipping paperwork for delivery to customers
- Fulfilling and issuing documentation to customers for software orders
- Organizing shipping for domestic and foreign countries using couriers
- Producing invoices for customers as requested by the Business Manager
- Assisting with maintaining good levels of stocks for stationery and products
- Maintain various tracking spreadsheets for key business activities
- General administration for sales and office management support when required
- Assisting with the organization of trade shows and events, including asset management
- Other ad hoc duties as required within reasonable limits

## Qualifications

The ideal candidate will have the following qualifications and skills:

### *Desired Skills/Experience*

- Previous experience of working in an office environment
- Good customer service and organizational skills
- Excellent Microsoft Office skills
- Strong attention to detail
- Familiar with ERM/CRM Software such as Zoho, Buhl: Mein Büro or similar
- Strong German and English speaking/writing
- Good team player with a “can do” attitude
- Experience of working in a sales and shipping environment
- Ability to correctly prioritize tasks and work using own initiative with minimal supervision

Interested parties should send their CV to [hjoshi@accuratetechnologies.com](mailto:hjoshi@accuratetechnologies.com) no agencies please.

Accurate Technologies GmbH & Co. KG  
Lilienthalstraße 27 85399 Hallbergmoos,  
Germany Tel: (089) 811 889 97351 Fax:  
(089) 811 889 97379 Email:  
[sales\\_de@accuratetechnologies.com](mailto:sales_de@accuratetechnologies.com)

Sitz der Gesellschaft: München  
Amtsgericht München HRA 88610 USt-  
Id: DE 222 626 788 Deutsche Bank AG  
BIC: DEUTDEDB604 IBAN: DE15 6047  
0024 0013 3884 00

Persönlich haftender Gesellschafter  
Accurate Technologies Verwaltungs-  
GmbH Sitz der Gesellschaft: München  
Amtsgericht München HRB 163491  
Geschäftsführer: Robert Kasprzyk