

Job advertisement commercial clerk (f/m/d)

We are a solidly growing company with a focus on consulting, coaching and digitization. For national and international customers. We offer tailor-made solutions for purchasing and supply chain. As a consultant you bring your skills together with one of our experienced consultants directly into a customer project and develop individual solutions together with the consulting team.

Your area of responsibility

- Support of the telephone switchboard
- Schedule coordination for projects and sales
- Planning of business trips
- Responsible for invoicing
- General organizational and commercial activities

Your profile

- Successfully completed commercial apprenticeship
- Structured way of thinking
- Fluent in German and English
- Very good knowledge of Microsoft Office
- enjoy working independently

We offer

- Flat hierarchies with direct information and decision paths
- Open communication
- Broad spectrum of interesting projects for independent and result-oriented implementation
- Performance-related payment

Please send meaningful applications to info@adconia.de