

CUSTOMER SERVICE REPRESENTATIVE



A Diatron Zrt. elsődleges tevékenysége a humán gyógyászati és állatorvosi vérkép elemző gépek tervezése és gyártása, továbbá az ehhez tartozó kémiai reagensek előállítására.

Key activities

- Customer order processing, issuance related documentation in ERP system
- Proactive communication with internal partner departments (sales force, production, logistics department, QA) to ensure timely delivery of ordered goods
- Daily cooperation with customers, supporting them in fulfilling all sales administration related requests and keeping them informed about ongoing cases
- Creating necessary document for shipment, invoicing,
- Interface with finance department, resolve discrepancies.
- Support team and management in reporting

Knowledge, Skills and Experience:

- College Degree or Equivalent
- Knowledge of Microsoft Office (user level), experience with ERP system (preferably SAP)
- Experience in international sales administration
- Customer orientation, strong ability to provide high level of customer service
- Well developed organizational and time management skills,
- Strong communication skills

What we offer

- Szakmai fejlődési lehetőséget, tréningeket
- Modern, fiatalos munkakörnyezetet
- Cafeteriát, bónuszt, egyéb juttatásokat
- Hosszútávú munkalehetőséget

Language:

- Fluency in written and spoken English
- Fluency in written and spoken Hungarian

How to apply:

If you are interested in joining us, please send us your latest CV in both English and Hungarian along with your salary requirements and earliest start date to the HR@diatron.com email address.

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