

AHT Cooling Systems, headquartered in Rottenmann, Styria, and with numerous branches abroad, is one of the leading international companies in the field of commercial refrigeration and deep-freezing for the food industry. We are looking for a Customer Service Representative (m/f/d) with immediate effect.

Customer service clerk (m/f/d)

YOUR TASKS

- You carefully check the incoming invoices of our service partners and customers, release them or complain directly to your contact person and finally transfer them to SAP.**
- You support the handling of all organisational processes in the administrative area of customer service**
- You support your supervisor in the cooperation with Coolpoint partners worldwide and are constantly striving to improve the cooperation between AHT and partners as well as customers.**

YOUR PROFILE

- You have completed vocational training in a commercial field**
- You like to communicate well in written and oral English as well as in German**
- You are proficient in the most common MS Office programmes and you enjoy precise work and organisation**

WE OFFER

As an attractive employer, we offer you optimal support during induction, internal and external training opportunities, a flexible working time model as well as a strong team and a pleasant working atmosphere. There are also various employee events, a company canteen with meal allowance, employee discounts with selected companies and insurances as well as company health measures. For this position we pay an annual gross salary of at least € 31,300.

We look forward to getting to know you!

Apply now

For further information, please contact Thomas Maurer-Mühleitner at any time on 03614 / 2451-302.