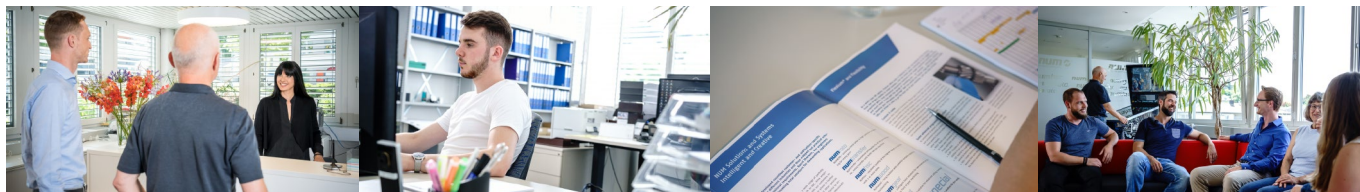


Commercial Assistant

numjobs



Outstanding achievements in the engineering industry have something in common: They always result from superior performance, exceptional technology and a high degree of creativity. In that way, NUM has built up an outstanding reputation in the tool and machinery industry. We develop complex, customized CNC automation solutions that guarantee the machine manufacturers as well as users with a high degree of added value.

NUM's successes are achieved essentially through the know-how and personal commitment of our employees. And we now offer you the opportunity to actively contribute to this success at the NUM office in Cuggiono we are seeking a:

Commercial Assistant (f/m/d)

YOUR CHALLENGE

We are looking for a commercial assistant that deals with back office procedures/activities. You will be integrated in a dynamic and flexible commercial organisation. Your tasks and responsibilities will include the following:

- Management of the commercial aspects related to the sale
- Management of the customer orders in the company ERP system (SAP)
- Other administrative duties
- Keep the contacts with the Italian customers regarding ordering process and deliveries
- Deal with marketing activities and specifically coordinate with magazine's editors

YOUR BACKGROUND

- High school diploma or university bachelor's degree
- Knowledge of the Microsoft Office suite
- SAP (ERP) knowledge would be a plus
- Excellent knowledge of English language
- Age: between 20 – 30 years old

YOUR PERSONALITY

- Team player with good communication skills
- Independent working attitude
- Strong enthusiasm and proactivity

WE OFFER

- An international, dynamic, growing company
- Pleasant working atmosphere with flexible working hours

Maria Giovanna Berra
Human Resources

NUM 
CNC HighEnd Applications

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