

JOBDESCRIPTION IHH-09-032



Back Office Manager (m/f)

Location: Frankfurt

CLIENT

Tasks

Requirements

Job Offer

Contact

Our Client

Our client is one of the leading solutions providers in the LED based lighting industry with major offices around the world. Combining state-of-the-art technology with award winning design, our client develops sophisticated and innovative lighting systems and solutions for demanding professional customers in market segments like architecture, trade shows, exhibitions, corporate events, hospitality and entertainment as well as shops and shopping malls.

Our client provides a full suite of DMX hardware and software solutions, maintaining the highest standards with regard to the design, functionality, quality, and reliability of its LED applications. From product design, development and manufacturing to worldwide distribution, our client continuously attracts renowned architect, lighting designers, integrators as well as end user corporations worldwide.

Client

TASKS

Requirements

Job Offer

Contact

Tasks & Responsibilities

- You are responsible to manage the Sales support and Back Office.
- This includes the order processing and preparation of the quotations.
- You are the link to the European warehouse and interface with partners/clients on a daily basis, on the basis of growing experience as well as personality and leadership.
- You are a member of the global organization, and work actively on leveraging the global capabilities and experience.
- You report directly to the General Manager.

Client

Tasks

REQUIREMENTS

Job Offer

Contact

Requirements

- Minimum 5 years working experience in a highly innovative industry
- Bachelor degree working and thinking level, preferably with an education in business economics
- Strong commercial drive
- Center of the sales office communication internal and external
Experience with CRM and ERP software
- Experience with all office related software
- Self-motivated, attitude to do what it takes to win
- Entrepreneurial attitude, high energy level, mixing pragmatism with professionalism
- Fluent German and English, both verbally and in writing
- A new Eastern EU spoken language is a plus
- Ability to organize, prioritize and report.

Client

Tasks

Requirements

JOB OFFER

Contact

Our Client Offers

- Market conform fixed salary and an attractive result oriented bonus
- Challenging and dynamic informal working environment
- Opportunity to be at the front edge of a highly innovative and fast growing company

Client

Tasks

Requirements

Job Offer

CONTACT

Interested?

For further information please consult our Managing Director, Claus Schneider.



Claus Schneider

Managing Director

Phone +49 (0) 89 456 944 33

Cell +49 (0) 172 68 35 910

E-Mail Claus.Schneider@i-h-h.com

Web <http://www.i-h-h.com>

IHH INTERNATIONAL HEAD HUNTERS

Management- und Personalberatungsges. mbH

Räterstraße 24, 85551 Kirchheim / Munich

Geschäftsführender Gesellschafter: Claus Schneider

Amtsgericht München, HRB 107204

© 2009 IHH. Alle Rechte vorbehalten.