



PICOQUANT

## Sales Assistance (m/f/d)

To strengthen our sales department, we are looking for a committed and open-minded employee in full-time (m/f/d).

### Your future tasks include:

- Supporting the technical sales department in all areas, i.e. processing customer inquiries, preparing quotations, following up on quotations, customer management, etc.
- Organizational support for internal order processing
- Planning, organization, implementation and follow-up of customer-oriented events (trade fairs, training courses, customer events and roadshows)
- Occasional participation in national trade fairs
- Maintenance of customer database and internal information systems
- Preparation of sales data and figures
- General office duties

### Your profile:

- Completed commercial or technical vocational training
- 3-5 years of professional experience in a comparable position, preferably in a sales environment
- Very good organizational skills
- Customer orientation as well as a communicative and friendly appearance
- Good to very good knowledge of the German and English language
- Self-initiative and a careful and independent way of working
- Confident handling of Office products as well as ERP/CRM systems

### Your benefits:

- Unlimited employment contract with flexible working hours & possible home office hours
- Secure job in an industry with a promising future
- Extensive amenities for a healthy work-life balance (e.g. in-house sports and massages)
- Family-friendly working environment
- Individual training and promotion of professional development
- Self-determined work and leadership at eye level
- Innovation & meaningfulness of work
- Very good transport connections
- Company pension plan and much more

**Have we aroused your interest?** We look forward to receiving your application via our website <https://www.picoquant.com/careers>

PicoQuant is an owner-managed, internationally active high-tech company dedicated to the development and manufacture of devices for electro-optical measurements. Our dynamic team comprises around 100 people from a wide range of professional, scientific and engineering backgrounds. As a company, we offer high-quality products as well as future-proof jobs that are as individual as our customers and employees.

[www.picoquant.com/careers](https://www.picoquant.com/careers)

