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## Sales Assistant (m/f/d) part-time

**JOB-ID: E0032, Location: Herzogenaurach/Germany**

ProLeiT is a medium-sized IT company headquartered in Herzogenaurach, located in the heart of the Nürnberg-Fürth-Erlangen metropolitan region in the south of Germany. For global players in the brewing, beverage, food, bakery, dairy, pharmaceutical/biopharmaceutical and chemical industries, we develop and supply automation solutions for the process industry on a worldwide level. Our process control systems and Manufacturing Execution Systems (MES) are utilized in more than 1,900 production facilities, in more than 100 countries.

Help us transform technological innovation into world-class software solutions and services and become a part of our ongoing success story since 1986!

To support our **Central Sales** team for **Latin America**, we are looking for a part-time sales assistant (m/f/d) at the location Herzogenaurach in the south of Germany, to start as soon as possible.

### Your tasks at ProLeiT:

- › Customer Request Management
- › Offer preparation and transmission to the customer
- › Continuous processing and maintenance of the sales database and necessary documentation
- › Evaluation of Key Sales Figures
- › Close cooperation with our subsidiaries worldwide
- › Preparation of customer visits (presentations, selection of company documents)
- › Personal customer contact via telephone and e-mail

### Our expectations:

- › Technical or commercial training / studies
- › Relevant sales experience in the technical field is desirable
- › Very good oral and written expression in Spanish and English
- › Contact and communication skills
- › Personal initiative and persuasiveness, independent and solution-oriented approach with the willingness to work in a small team
- › Secure handling and experience in working with MS Office products
- › Spanish at native speaker level and the ability to express yourself in German and Portuguese are desirable

### Your new opportunities at ProLeiT:

- › We offer you a long-term career opportunity in a growing, innovative and global company with flat hierarchies and short communication lines.
- › We give you opportunities for personal and professional development.
- › We live our values of assistance, responsibility, openness and respect to the fullest.
- › We boast a range of benefits including flexible working hours, a competitive remuneration package, a staff canteen, a fitness studio and social activities.

### Your application for your new job at ProLeiT:

Please exclusively use the online application function on our homepage, stating your salary expectations, your maximum possible weekly working hours and your earliest possible starting date. For a first trustful contact, our human resources department is at your disposal under the telephone number +49 (0)9132-777-100 or via the e-mail address [jobs\(at\)proleit.com](mailto:jobs(at)proleit.com).

If you are applying for the position, please note that your personal data and documents will be processed and stored at our premises and/or electronically stored until the final completion of the application process.

General data protection regulations: [www.proleit.com/data-protection.html](http://www.proleit.com/data-protection.html)

**ProLeiT**