



HELP FOR OUR OFFICE

We are a special machine manufacturer based in Chemnitz. Our customers are global companies. We continue to grow and for that we need help for our office (m/f/d) on short-time basis (minijob)

HERE WE NEED SUPPORT:

- Completion of general commercial activities
- Assistance in the creation and maintenance of Word and Excel documents, lists, etc.
- Support for commercial evaluations
- Support in the creation and maintenance of accompanying documents for our deliveries (e.g. delivery notes, packing lists, etc.) as well as control of shipping and delivery processing
- Archiving of receipts
- Data maintenance in our commercial system

YOUR PROFILE:

- You have commercial training, further education or experience in the commercial field.
- You have a friendly and confident demeanor.
- You are an organizational talent and don't lose track of things.
- Knowledge of English is desirable, but not a requirement.
- Initial experience in the area of export or customs is desirable, but not a requirement.
- **The position is also suitable for students, pensioners, career changers (all m/f/d), as a side income, etc.**

FURTHER INFORMATION ABOUT THE JOB:

The position is at our company headquarters in Chemnitz-Röhrsdorf. Traveling is not necessary. This is a temporary position on a short-time basis (minijob).

ARE YOU READY FOR A NEW CHALLENGE? Then we look forward to receiving your application by email to hr@brainware-solutions.de. If you have any questions, we are available at ☎ +49 3722 50550-0.

We are looking forward to meet you.