

## Employee in Sales Operations & Client Support for Poland (gn\*)

2024-03-13 - Purchasing, IT, Supply Chain & Customer Service

AQIPA is a leading, internationally operating company specializing in the distribution and marketing of high-quality and innovative technology products. Headquartered in Austria with branches across various parts of the world, AQIPA takes pride in offering original solutions in the fields of consumer electronics, lifestyle, and accessories. With our slogan "We Grow Brands," we underscore our commitment to promoting and evolving brands by introducing innovative products to the market and supporting them with top-notch services. AQIPA sees itself as a growth driver for brands in the consumer electronics sector.

We are looking for an

### **Employee in Sales Operations & Client Support for Poland (gn\*)**

to strengthen our team at our headquarters in Kundl as soon as possible

#### **YOUR MISSION WITH US:**

- Maintenance of material master data
- Content management (ongoing maintenance and updates, translations into Polish)
- Creation of price lists & planograms
- Listings
- Competent customer support
- Independent handling of consumer inquiries and resulting order processing
- Responsible tracking of orders and handling of returns and damage cases
- Communication interface with accounting, sales and logistics departments
- Maintenance of customer master data in the ERP system
- Preparation of sales analyses
- Reconciliation of customer accounts in collaboration with the accounting department

#### **WITH THE RIGHT BACKGROUND YOU MAKE THE TEAM COMPLETE:**

- You have successfully completed a commercial/business education (apprenticeship, A-levels, high school diploma)
- You possess excellent Polish and English skills, with French and German being advantageous and

complementing the required profile

- You bring professional experience and relevant knowledge in customer service
- You are proficient in using the MS Office suite
- You see yourself as a communication and organization talent and want to utilize your multitasking abilities
- You impress with your strong customer and service orientation and are passionate about the topic of customer experience
- You are a strong personality with an agile mindset and people enjoy working with you

#### **WHAT YOU CAN EXPECT WITH US:**

- **Emotions:** We have been an owner-managed company for 30 years and look after brands that move millions of people emotionally every day and improve their lifestyle.
- **In the midst, not just an observer:** A modern work environment in an open, international atmosphere characterized by a positive spirit.
- **Shape the Future:** Much here is still not set in stone. Everything you do for and with us will significantly influence the story of our company. That's why you should be part of it and let your knowledge contribute.
- **Here to Stay:** You are part of the team from the beginning. Your colleagues warmly welcome you and are ready to help.
- **Reliability and continuity:** Value-based corporate management and a future-proof job with long-term prospects and a lot of fun at work.

#### **SMALL PRINT ON A GRAND SCALE: WE OFFER OTHER ADVANTAGES THAT MAKE WORKING MORE PLEASANT, BUT SHOULD NOT BE THE MAIN REASON FOR YOUR DECISION:**

- Flexible working hours to support your work-life integration
- Internal training (language courses etc.) to support your professional ambitions through individual career planning
- Own staff restaurant (in Kundl)
- Free shuttle service from Wörgl train station to Aqipa

We look forward to receiving your application documents, including a letter of motivation, via our [application form](#) and will be happy to provide you with further details in a personal interview.

\* The sign "gn" stands for gender-neutral. We are open to all people and address all genders equally.