

CS Combustion Solutions is one of the leading specialists in the field of industrial combustion. We are a young, dynamic company based in Vienna. Our main business is the development, production and commissioning of burners and combustion chambers for the thermal afterburning of liquid and gaseous products, as well as the production and treatment of sulphuric acid. We plan and implement individual solutions for industrial applications for international customers.

For growing our team in Vienna, we are looking for an

Administrator After Sales m/f

Requirements:

- Technical education - mechanical engineering or related field (HTL)
- Relevant, several years of experience in the project business
- Good knowledge of MS Office (Word, Excel, Outlook, Power Point)
- Excellent German and very good written and spoken English skills
- Willingness to travel
- Structured, self-reliant work, diligence, reliability, team spirit, high level of commitment and organisational skills

Tasks:

- Processing of inquiries
- Technical and commercial preparation of quotations
- Inspection of incoming orders, issuing of order confirmations
- Independent handling of spare parts and service projects
- Coordination of acquisitions
- Implementation / Initiation / Coordination of acceptance tests with suppliers
- Preparation of documentation
- Coordination of service assignments with the responsible specialist department
- Cost control
- Checking incoming and outgoing invoices and release
- Shipping and Transport Coordination
- Handling of complaints

We offer:

- A long-term secure job in a successful, economically stable company
- A challenging, versatile task with a high degree of personal responsibility in a committed team and good development opportunities
- A minimum salary for this position of € 1.830,-- with a clear willingness to overpay in line with the market, depending on your education, qualification and experience

If you would like to become part of our team, we look forward to meeting you personally. Please send us your complete application documents by e-mail attn. Mrs. Landbauer to: landbauer@comb-sol.com