



# Internal sales employee (m|w|d)

Gossau SG, Switzerland

As a leading company in the timber industry and in timber and silo construction, Blumer Lehmann uses the diverse potential of wood innovatively and in a sustainable value-added cycle. Our employees are committed to a wide variety of customer projects at our headquarters in Gossau SG, at our sites in Switzerland, Germany and Luxembourg, and all over the world.

## Tasks

You are an important support for our employees in Sales Wood Industry and you enjoy taking on clerical tasks:

Answering customer inquiries by phone

Creating quotations for standard products

Creating delivery bills and invoices

Administration of the "Ticom" software and

Supporting the sales team on various topics

## Requirements

You have completed commercial training and have professional experience. As a proficient user of MS Office programs, you are adept at using modern communication tools. Your native language is German and others are an advantage. You are a communicative, flexible personality who lives the service concept and is motivated to think and work actively.

## We offer

With us, you will find an innovative environment with exciting topics and a team that supports you. You will have the opportunity to contribute your ideas, learn new skills and take on responsibility. We treat each other with respect and the necessary sense of humor is a must at work.

**Faszination Holz**

↳ [blumer-lehmann.com/jobs](https://blumer-lehmann.com/jobs)





We look forward to receiving your application documents via our homepage.

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