

Businesswoman/-man for back office in sales and online shop

For more than 20 years, BRAUN Lighting Solutions has been planning, producing and distributing innovative lighting for indoor and outdoor applications. With our energy-efficient and low-maintenance LED technology, we renew or modernise the lighting installations and street lighting systems of our customers from the public sector or private industry. Our workplaces are, for example, public roads, airports or industrial and production halls. We help our customers to save energy and thus CO² and to significantly improve their environmental balance.

With creative ideas and new products, we are constantly pushing into new areas and inspiring new customer groups with our solutions. We are a family business and are convinced that innovative strength, courage and team spirit are important factors for success in a rapidly changing world. Our tools are a profound knowledge of materials and technologies, short decision-making processes and the enthusiasm to change things and make them better. Through our ideas, we help shape the climate change and can offer you a dynamic and healthy working environment with interesting tasks. With us, the employee is not simply a resource, but a member of our working community, which is constantly developing and growing.

Do you want to make a difference? Then become an energetic reinforcement of our committed, friendly team and develop new perspectives with us!

What we offer:

- Permanent employment contract with a crisis-proof, system-relevant employer
- Full-time job, flexible working hours are possible
- no shift and weekend work
- performance-related remuneration
- Modern work equipment (work tools, high-quality work clothes, company mobile phone, laptop), depending on your position
- cooperative working atmosphere
- opportunities for further training
- interesting, future-oriented tasks
- Short decision-making processes - flat hierarchies
- free drinks (coffee, tea, water) and fruit baskets
- free parking spaces
- good public transport connections
- shopping facilities nearby

Your tasks:

- Customer support and advice by phone, mail, or chat
- Independent quotation preparation and follow-up
- Processing orders in cooperation with the team in the shipping department and the shipping service providers
- Processing complaints and returns
- Supervision of e-commerce activities
- Maintenance and further development of the online shop in cooperation with other departments and external service providers
- New product uploads
- Master data maintenance
- Product maintenance, updating specifications and prices
- Supporting the further development of digital activities

Your profile:

- completed vocational training in the commercial field
- ideally experience in customer service and e-commerce
- reliable, independent and solution-oriented way of working
- organisational talent and team spirit
- distinct perceptive faculty
- high affinity for digital media and technical tools
- Fluent German, impeccable grammar and spelling
- Knowledge of English would be good, but not essential
- Previous experience in the electrical sector would be good, but not essential

Please send us your complete application documents (cover letter, curriculum vitae and, if applicable, references), stating your salary requirements and the earliest possible starting date, by e-mail to personal@braun-lighting.com