



Sales Assistant in e-Commerce

As a Sales Assistant, you are taking over the comprehensive, proactive support of your online partners such as Amazon, Zalando etc. You are the first point of contact in case of queries, and record the first orders in the system, send the associated order confirmations, coordinate the delivery dates and receive follow-up orders. You ensure that our products are appropriately positioned on the online portal.

Your main tasks:

- Support of online customers
- Coordination of deliveries
- Organisation and dispatch of sample shoes
- Creation of product master data sheets
- Monitoring of the trade partner online shops (product descriptions etc.)
- Interface between online customers and Accounting

Your profile:

- Completed school education (e.g. HAK-Matura (higher school certificate from a high school for commerce), Bachelor of Business Management)
- Great interest in online sales channels
- Affinity with numbers
- Personal initiative
- Structured and accurate working methods
- Team player
- Readiness to travel
- Very good knowledge of German and good English skills
- MS Office knowledge (in particular Excel)

We offer you the following:

- Entry into the shoe branch in an international company with four individual and successful brands.
- Diversified activities, internal contacts and the possibility to expand your commercial knowledge.
- Uncomplicated interactions in a dynamic environment and a pleasant working climate.
- We are constantly searching for the best candidate for our company – independent of age, gender, origin etc.
- The collective agreement for the shoe industry (usage group III) has planned a monthly gross salary of € 1,757.00 for this position. The actual salary is orientated on your qualifications and vocational experience.

Does this description appeal to you, and do you wish to learn more about legero united? Visit us on legero-united.com. Please send your convincing application to: apply@legero-united.com. We are looking forward to seeing you!

