

DCS Computing is an established and growing high-tech company with offices in Linz and Vienna.

Since 2012, we have been developing cutting-edge software to model the processing (e.g., production, transport, storage) of particles such as sand, sugar, crops, coal, pharmaceutical powder, chemicals and many more. We proudly count many of the world's largest companies (e.g., Procter & Gamble) as well as leading research organizations with exciting missions (e.g., German Aerospace Center) as our customers. From detergents to Mars missions – our technology fuels innovation for our customers and helps them develop greener products and production processes, ultimately decreasing their CO2 footprint.

So far, our team is made up of 17 fun and enthusiastic individuals with 6 nationalities and we are currently looking for you to support us at our Linz office as:

Sales Administrator (w/m/d) **(Part-time 25-30 hrs., immediately), Location: Linz**

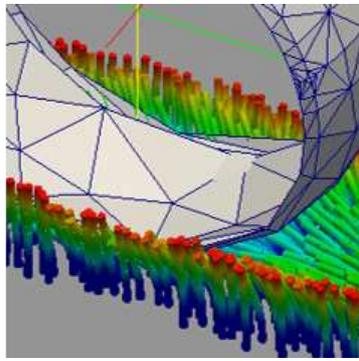
As Sales Administrator, you enthusiastically support, enrich and develop all process along our sales cycle. This is a fantastic opportunity for someone who enjoys working hands-on, taking responsibility within their area of work and who draws energy from personal contact with other people. You will be working closely with our two directors and are an important contact person for our customers and suppliers.

Among other things, you will be responsible for:

- Being the subject-matter expert on pricing workflows for our products/offerings
- Leading price negotiations and generating quotes
- Proactive communication with customers regarding product updates and contract renewals
- Being the primary contact for buyers as well as sourcing partner for our customers
- Management of data within our CRM system
- Managing the issuance of software licenses and monitoring license terms
- Generating sales reports

What you should bring:

- Completed, professional economic/business education and at least 3 years of relevant work experience in a similar position
- Excellent spoken and written knowledge of English (company language) and German
- Structured working and problem-solving skills, with the ability to think 'outside of the box' when faced with challenges and a willingness to take the initiative to drive performance
- Very good knowledge in working with MS Office (Especially Excel). Experience with Databases and ERP Systems is a plus
- Be passionate about working in a team
- Open mindedness and the ability to very quickly master new tasks



What we offer:

- Room for personal and professional development in a highly- motivated, international team
- Flexible working hours and optional partial Home-Office that fit around your life commitments
- A fun and casual company culture with a flat hierarchy that allows you to independently shape processes and actively contribute to the growth and success of our company
- Additional benefits like free coffee, regular team events...
- A competitive salary starting at € 3.000,-- (full-time basis). We offer a higher compensation depending on your experience and skills

We are looking forward to your application! Please send us your 1-page CV and 1-page cover letter to: Daniela Gemeinhardt, recruiting@dc-computing.com

If you want to learn more about us, please visit <http://www.dcs-computing.com/>