



We are looking for a dedicated individual to join our team as soon as possible as a
Sales Assistant (m/f/d)

Your role

As a Sales Assistant, you will support our Sales and Business Development team in a dynamic and international environment. You'll play a key role in ensuring smooth communication with customers, organizing sales operations, and helping us scale our commercial activities.

Key Responsibilities

- Support the Sales team in day-to-day operations and administrative tasks
- Coordinate meetings, calls, and customer visits
- Assist in preparing offers, presentations, and sales materials
- Manage and update CRM systems and sales data
- Follow up on leads and maintain customer communication
- Collaborate with Marketing and Product teams on sales campaigns and events

Your Profile

- Experience in a Sales Assistant or similar administrative/commercial role
- Strong organizational skills and attention to detail
- Proficient with MS Office and CRM tools (e.g., Microsoft Dynamics)
- Excellent communication skills in English (German is a plus)
- A proactive mindset and a hands-on attitude
- Interest in high-tech or photonics is a strong plus.

Interested?

We'd love to hear from you!

Please send your application (CV + brief cover letter) to jobs.vanguard@mycronic.com.

