



Qualität ist kein Zufall, sondern das Ergebnis funktionierender Geschäftsprozesse™

KORN CONSULT GROUP is a well-known management consulting company and supports projects for customers in the automotive industry as well as mechanical and plant engineering. The aim of our activities is sustainable and high-quality management consulting. Our focus is on the implementation of Technologies & Operational Excellence, Supply Chain Management, Interim Management and Engineering Services. We define and live quality as well as project results according to the following philosophy:

Quality is not accidental, it is the result of effective business processes.

BY KORN CONSULT GROUP®

More about us at: www.korn-consult.com

In order to increase and strengthen our team in Alzenau we are currently looking for support through a

Sales Assistance (m/f/d)

Your new field of activity includes:

- Independent takeover of all administrative and organizational activities to support the sales team
- Preparation and follow-up of meetings, business trips and events...
- Independent preparation and creation of offer and project documents, presentations and decision templates in German and English
- Competent contact person for employees, customers, applicants and business partners
- Ensuring professional internal and external communication
- Takeover of vacation representation in the area of assistance to the management, finance, controlling and project management

You bring along the following qualifications:

- A successfully completed business degree or commercial training with professional experience as an assistant
- Confident handling of the MS Office products
- Advanced German and English spoken and written skills, additional language skills of advantage
- Strong organizational talent as well as a structured, responsible and forward-looking working method
- Communicative skills, as well as positive and confident appearance

Your personality profile suits us if you:

- Are persuasive and assertive and you have a high level of communication skills
- Are ready to take responsibility and you have a strong hands-on mentality

We offer you:

- Opportunities for advancement and continuous professional development through regular trainings and in-house courses
- A motivated team and flat hierarchies with short decision-making processes
- Performance-based remuneration and attractive benefits

Have we awakened your interest?

Then we look forward to receiving your informative application documents stating your salary expectations and the earliest possible starting date - preferably by E-mail with the subject " Sales Assistance (m/f/d)" to Mrs. Reiners at: career@korn-consult.com

KORN CONSULT GROUP is looking forward to meeting you!



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