

Organization Profile

Micro-Star International Co Ltd, employing 13.000 people and a worldwide leading manufacturer for computer components like Motherboards and Graphic cards, Notebooks, Tablets, All-in-One PCs, Desktop PCs and other IT peripherals and add-on cards.

Mystar Computer B.V. is one of the ten European subsidiaries of Micro-Star International (MSI) and responsible for the Sales and Marketing of MSI products in 26 countries in the EU region. Mystar is based in Son (near Eindhoven) and selling its products through its distributors and dealer network towards the end-users. For this ambitious and dynamic company, we are looking for an:

Sales assistant *Fulltime*

The Job Main Objectives

As Sales Assistant, you are working closely with the Sales department, Finance department and Logistics department within the company. Supporting the Sales department and Finance department for tasks of orders and credit notes will be your main responsibilities. Your daily work covers processing orders from customers, processing credit notes claims, assisting customers. Besides these tasks you will support the Logistics department with Return to Vendor request and uploading weekly stock- and sales reports to the MSI system. Managing and keeping customer information up to date is also one of your responsibilities. The role as Sales Assistant requires strong administrative and communication skills. The fast-learning capacity and attention to details will definitely be your advantage in carrying out this job successfully.

Required Skills and Knowledge

To be successful within this position you have a degree in administration or an equal learned by experience.

We are looking for a candidate with the following:

- Fluent in English; Chinese-Mandarin or European languages (eg. Dutch) will also be appreciated
- At least 1 year of relevant administrative working experience
- Good team player in an international group
- Strong attention to details
- Knowledge of Excel is a must
- Friendly and positive attitude

Required Competences and Personality

The company has three core values: Teamwork, Passion and Execution. In order to be successful, you must have these competences. Besides these company core values the ideal candidate has the following competences; self-awareness, flexibility, curiosity, persuasiveness, initiative, perseverance, eagerness to learn and enthusiasm.

Our offer

At MSI you can count on a dynamic, demanding, international working environment in which initiative and hard work is being recognized and rewarded. The employment package is competitive and depends on level of experience and knowledge.

Are you interested?

Are you interested in this challenging position, please contact:

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