

Customer service back office

Ref.196132 - 07/07/2025 - Granollers (Barcelona)

Funcions i requisits de la vacant

International Swiss company dedicated to the production of measure and analysis instruments for industry. Needs for the sales center located in Granollers (Barcelona) a service back office responsible for the administrative activities for the service department and depending on the local technical office responsible.

Main Tasks

- Creation and follow-up of quotes, sales order, purchases, loans and invoices related to service department
- Courier and customer clearance including package handling
- Non conformities management
- Service contract management

Requirements Profile

- Advanced English in writing, listening and speaking (minimum B2)
- Intermediate vocational qualification (CFGM) in business administration or similar
- Advanced level in MSOffice and Windows
- Proactive to solve administrative issues and consistent to bring a final solution
- Well organized, sociable, versatile, multi-task, autonomous
- Good communication skills
- Experience in similar position will be a plus
- Valuable experience in ERP and CRM software, specially in SAP

We offer

- Working 40 hours per week
- Continuous journey flexible starting from 8:00 to 9:00 and finish time until 17:00 to 18:00 to be agreed with the employee from Monday to Friday.
Including 30 minutes for lunch
- 100% on-site position
- Gross annual salary between 22.000€ and 23.000€

Condicions que ofereix l'empresa

Jornada: Jornada completa

Horari: Continuous journey flexible starting from

8:00 to 9:00 and finish time until 17:00 to
18:00 to be agreed with the employee
from Monday to Friday. Including 30
minutes for lunch

Perspectiva de la feina: Estable

Salari: Gross annual salary between 22.000€ and 23.000€

Estudis

És imprescindible FP I amb titulació Administratiu i Comercial

Idiomes

Català - C1 - Funcional (Imprescindible)
Castellà - C1 - Funcional (Imprescindible)
Anglès - B1 - Intermedi (Valorable)

Professions de la feina

Customer service

Experiència laboral

És valorable -Experience in similar position will be a plus
Nivell d'experiència: Tècnic / Especialista
Anys d'experiència: 1 any

Empresa

Empresa: PIMEC

Sector: Recursos humans: consultoria - ETT

Descripció: Patronal de Micro, Petita i Mitjana Empresa de Catalunya