

About WeldPlus

WeldPlus - your expert for augmented reality training solutions

We are an innovative, growing company in the field of augmented reality supported training and educational solutions.

In addition to the sale of virtual training products, professional consulting / training / training related to the implementation of digital media in the education and training landscape is one of our core competencies.

We are closely networked with all relevant players in the education and training sector in order to develop optimal solutions for digital education and training. As a partner of industry, educational institutions, schools, universities and ministries, we work together to actively shape and support the digital transformation. Our interdisciplinary team consists of professionals from the respective industries and educational experts who successfully develop and implement digitized individual solutions for our customers.

For our dynamic team we are looking for YOU!

Commercial Assistant (m / w)

part-time (flexible)

Your area of responsibility:

- Order processing and processing
- Preparing accounting
- Communication with and to our customers
- Preparation of fairs and conferences
- Scheduling
- Support our field service team in the back office
- General administrative work

Your qualifications:

- You have a commercial education or comparable previous knowledge
- You have work experience
- You have spoken and written English skills
- You have good experiences in dealing with MS Office (Word, Outlook Excel) and experience in dealing with merchandise management systems (preferably Lexware)

Our offer to you:

- Independent and challenging area of responsibility in a dynamic team
- Varied activities

- An upgradeable part-time job
- Remuneration after qualification

It is a part-time job, but depending on the requirement, it can be filled flexibly in terms of time. Full-time work may be required during holiday replacement.

Interest aroused? - For the first contact please contact Ms. Anke Richter by phone at +49 (0) 151/22349559 or send us your complete application documents directly to anke.richter@weldplus.de.

We look forward to YOU!

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AUGMENTED TRAINING & SOLUTIONS