



PROTECTING YOUR BEES

# Order Management Assistant

We are looking for an experienced employee for our Order Management in part or full-time (20-38,5h). We are BeeVital, a globally leading bio-tech company for bee health in Austria. We offer our customers, the beekeepers, solutions for successfully maintaining the health of their bees. The support of near- natural beekeeping and agriculture, our environment and food safety are cornerstones of our philosophy and strategy.

## Work tasks:

- Purchase: Obtaining and comparing offers, placing orders, organizing transports, incoming goods inspection and stock management
- Sales processing: recording sales orders, organizing transports, inventory management, creating export documents
- Ongoing office activities (answering e-mails, filling, telephone, ...)
- Master data maintenance

## Required skills:

- Our environment and bees are important to you
- You are highly motivated and quick to grasp new information
- You have in-depth knowledge of MS Office and Google programs
- commercial education (HAK, ..)
- Work experience in this field is an advantage
- High service and quality orientation
- Independent, organized, precise and efficient way of working
- Good work attitude, flexibility and a sunny nature
- Languages: German and good business English

## We offer:

- An exciting challenge in a sustainable & future-oriented industry
- A young, dynamic team with a good working atmosphere
- Flexible working hours
- BeeVital employee benefits
- Education/development opportunities
- Freedom for personal initiative and creative ideas
- Possibility to take your dog to the office

Are you interested? We are looking forward to your application! You can contact us if you have any questions ([apply@beevital.com](mailto:apply@beevital.com)) and you are also welcome to visit us on Instagram at [beevitalcom](https://www.instagram.com/beevitalcom) 🐝