

Commercial Administrator / Back office all-rounder 75% – 100% (m/w/d)

Job ID: 250219



Basel, Switzerland

About us

AppTec is a leading software vendor in the field of Unified Endpoint Management and Mobile Security. AppTec is a rapidly growing, self-funded, profitable and globally distributed company. More than 6,400 companies and organizations in 107 countries worldwide utilize the APPTEC360 EMM platform to meet the challenges that they face, when managing applications, documents, configurations and security on mobile devices and desktops.



Profil

Location: Basel (Schweiz)

Start: immediately or by arrangement

Department: Backoffice

Pensum: 75% - 100%

Your tasks

- Carrying out general administrative tasks
- Contact person for commercial questions
- Participation in project administration
- Support for the management
- Time recording management
- Preparation of quotations and processing of orders

Your Qualifications

- Training in the commercial sector or comparable
- German as mother tongue and very good written and spoken English required
- Good MS Office user skills
- Strong communication and teamwork skills
- Creative and high quality awareness

Interested?

Please apply now and exclusively by e-mail to hr@apptec360.com.

Your application should please include the following documents:

- Cover letter
- Resume/CV
- References
- Salary expectation
- Earliest possible starting date

Applications by post cannot be processed.

What we offer

- Attractive basic salary and variable remuneration components
- Comprehensive further training opportunities
- Flexible working hours
- Ergonomic workstations and free choice of hardware
- Company health management
- AppTec mobility package