



# Order Processing Executive (m/f) GCC

<b>Referencenumber:</b>	2019-2948
<b>Field of work:</b>	Accounting / Finance / Controlling
<b>Location:</b>	United Arab Emirates

## Company description

Our client is operating in the refractory materials industry and offers services from simple maintenance to industrial installations. With more than 25,000 products, the company provides the widest product range for the industry. The company has production facilities in four continents and supplies its products to more than 70 countries worldwide.

Our client is looking for a proactive, action-oriented and highly motivated Order Processing Executive to support their Quotation and Contract Management team on a full-time basis.

### **About Departer – The German Headhunter:**

As an internationally oriented German HR consultancy for the recruitment of multinational professionals, Departer possesses long-standing expertise in the core markets Germany, Middle East and Australia. Through our regionally established offices in Dubai, Sydney and Hamburg, we are valued as a reliable recruitment partner by numerous companies.

## Job description

Your duties and responsibilities will include:

- Coordinate quotations with Sales, Technical Marketing, Logistics
- Summarize all collected information and make quotations
- Support the Sales Manager and be the link to the Technical Marketing team

- Manage the role of the CRM key user and offer CRM support for Sales Managers and Technical Service in the region
- Conduct CRM and SAP seminars for internal stakeholders
- Reporting to General Manager

## Job specification

To be successful in this role you should have the following skills and experiences:

- Business-related university degree or similar majoring in Finance
- Minimum of six years of working experience in an order processing role
- UAE working experience is preferred
- SAP skills are a must
- Excellent knowledge in MS-Office applications
- Problem-solving skills and ability to work under pressure
- Fluent English language skills
- Excellent analytical skills
- Team player and proactive hands-on personality

If you are looking for a challenging position in a successful company, we look forward to receiving your application in English. Your application will be treated with discretion and will remain confidential. To create your cost-free virtual portfolio application, click on the link "[Apply for this position](#)" at the bottom left of this job offer.