



mPOS Zahlungssysteme GmbH

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Vacancy mPOS Zahlungssysteme GmbH

mPOS Zahlungssysteme GmbH is an authorized distribution partner of myPOS Europe Ltd, and promotes myPOS products and services in Germany, Spain, Austria, Poland, Romania, Switzerland and Liechtenstein. myPOS has developed an amazing solution for traders of different sizes to simplify financial transactions and make them cheaper and faster. myPOS terminals accept all major payment methods, their solution allows you to go online and accept money from anywhere. With a lot of passion, many years of experience and a strong sense of service we are looking for:

Employee in the office for the location Rathenow, with fixed-term contract, in half time, from now on.

Your responsibilities:

- Supervision of distribution partners (prepare contracts, briefings, innovations)
- Create commission statement monthly
- Order offers, invoices, delivery notes for customers
- Supervision of new customers (control shipping, supervise registration process, assistance)
- Translations (flyers, presentations, booklets, mail traffic)
- supervise and coordinate large events such as trade fairs or company events
- Prepare internal meetings, presentations or calculations
- Support live chat, phone calls, ordering system, social media

Your profile:

- Successfully completed commercial training or comparable degree (Bachelor)
- High service and service orientation
- Good MS Office skills
- Very good knowledge of English
- Good numerical understanding of advantage
- Interest in company and job is absolutely necessary
- High communication skills, teamwork, commitment and organizational skills
- Purpose-oriented, structured, analytical and independent way of working
- Driving license and car advantageous but not mandatory

We offer you:

- Attractive remuneration
- Flexible organization of working hours (flextime)
- Good working environment
- Flat hierarchies
- Opportunities to contribute individual strengths

Please send your informative applications and the earliest possible starting date to Katharina Schneeweiss, k.schneeweiss@mpos-systems.eu.

We wish you much success! Your mPOS team