



Deutsche Post DHL is the world's leading logistics provider with operations in over 220 countries and territories with over 450,000 employees. Our people mean the world to us. That's why our goal has always been to attract and retain the best talent the world over. We provide challenge and opportunity for personal and professional development. We recognize the difference you bring to our business, and together we share the pride of building THE logistics company for the world.

DHL Express, a division of the Deutsche Post DHL, is expert for worldwide shipping and delivery of express parcels and documents. Discover the unique international spirit of DHL in an ambiance where commitment is appreciated and rewarded.

For our Sales department in Regensdorf, we are looking for a talented

### **Indoor Sales Executive F/E (m/f), 100%**

as of January 2018 or upon agreement

You work closely with our Frontline Sales representatives and support them with their daily promotional administrative tasks. In this function, you act pivotal between internal departments and represent thereby the customer requirements.

#### **Main tasks:**

- Administrative support of Frontline Sales representatives with account management (Opening, Update, Closure)
- Creation and distribution of offers and price lists
- Continuous maintenance of the customer database
- Provision of all necessary customer details for the frontline sales
- Customer advisory service via telephone (Inbound)
- Distribution of customer requests to the relevant departments

#### **Requirements:**

- Completed commercial education
- Experience in a similar function
- Very good verbal and written communications skills in French and English
- Knowledge of German and Italian is an advantage
- Proficient computer user knowledge, especially MS Excel and Outlook
- Communicative personality with a distinctive flair in dealing with customers
- Excellent organizational and problem-solving abilities
- Open and team-oriented personality

Are you interested in a position in a dynamic and international environment and to work for a company that offers a wide range of career opportunities at different levels all over the world?

Please send your complete application in English via email to: [christian.wagner@dhl.com](mailto:christian.wagner@dhl.com)