

# Internal Sales Technical Products (m/f/d)

The dopa GmbH is an innovative, globally active Berlin-based company specializing in tool and process development for the precision optics, semiconductor and automotive industries.

**We are looking for you to join our team!**

## YOUR TASKS:

- You will support the sales team in acquiring new customers.
- You will provide customer support for existing customers and act as a point of contact for our customers.
- You will take on and coordinate administrative tasks in sales and act as an interface between our customers, sales team and internal company departments.
- You are involved in our quotation process, from research and analysis of customer enquiries or public tenders to the final submission of quotations
- You coordinate the technical, economic and legal processing of customer enquiries and public tenders, involving the necessary internal and external resources
- You will ensure master data maintenance in our ERP system
- You will provide support with marketing tasks and trade fair organisation
- You will prepare the necessary export/customs documents and provide support with export/customs processing
- You will be responsible for the entire sales order processing with the necessary commercial tasks
- You will monitor and coordinate deadlines and processes throughout the entire quotation process

## YOUR PROFILE:

- We are looking to talk to a responsible, goal-oriented individual who has strong negotiation skills, assertiveness and a solution-oriented approach.
- You have a degree or vocational training with experience that enables you to support technical and commercial tasks in sales with technical products.
- Thanks to your technical affinity and clear communication skills, you are able to help our customers with questions about our products.
- Your strengths lie in a goal-oriented and responsible way of working with a customer focus and a hands-on work ethic with high standards for your own work results.
- You have business fluent English skills and are confident in using common MS Office products.



## YOUR PERSPECTIVE

- A high degree of creative freedom, allowing you to actively shape the development of a medium-sized company
- A pleasant, modern and dynamically developing working environment in a family-like corporate culture with flat hierarchies and short decision-making processes
- A corporate culture with international diversity in mixed teams and exciting, varied projects
- A area of responsibility with a future-oriented task, combined with performance-related remuneration
- Family-friendly working environment with flexible working hours

## YOUR BENEFITS

- Flexible working hours – flexitime
- 28 days' holiday entitlement
- Support for capital-forming benefits
- Free hot and cold drinks
- Option to work from home
- Free parking spaces

**Please send your detailed application, including relevant proof of employment, your salary expectations and your earliest possible start date by email to:**

📧 [bewerbung@dopa-diatools.com](mailto:bewerbung@dopa-diatools.com)

