



JOB DESCRIPTION

Company Summary:

Clenergy (www.clenergy.com) is a public company listed in Shanghai stock exchange, a high-tech company which specializes in product (manufacturing), Service (project development and EPC) and investment. Clenergy was founded in 2007. Headquartered in Xiamen, China. Clenergy's high-quality mounting systems with innovation and service established strong market presentation in Australia, Japan and AP region.

With its footprint across the world, Clenergy has grown to a passionate, globally renowned renewable energy company, and has set up the mature sales channel in China, Southeast Asia, Japan and Australia. Clenergy is an equal opportunity employer. Now we are looking to expand our business operation in Europe.

Job Title: Sales Admin

Reports to: Country Manager

Location: Hamburg, Germany

Primary duties includes and not limited to:

- Answering phone and dealing with customer requirements and order;
- Assisting with sales order processing, invoicing and shipments.
- Arranging and scheduling deliveries to our customers.
- Providing customer support in ordering, delivery and product related topics.
- Support to sales and marketing staff.
- Assisting with sales presentations and product releases.
- Provide sales reports and forecasting to Country/Regional Manager.
- General office duties under direction from time to time.
- Participate and assist on trade shows, marketing activities at local and global level.

Required Qualifications, Experience and Skills:

- Enjoy working with our Distributors and re-sellers, and assisting them with their product support;
- Preferably around 2 years experience in order processing, invoicing and/or account payable/receivable.
- Have a completed a commercial apprenticeship or equivalent.
- Have excellent communication skills (written and verbal) in both German & English, other languages such as Mandarin will be advantages.
- Have a great attention to detail.
- Skilled in using Microsoft Office (Outlook, Excel, Word and Power Point)
- Enjoy working in a multicultural environment and have a desire to succeed.

Note:

The company reserves the right to change the duties and responsibilities of this position at its own discretion.

Compensation and Benefits:

Clenergy offers a competitive salary plus fully comprehensive benefits and performance incentive package based on an annual objective achievement. This is a full-time position.

If this describes you and you want to work for a company that delivers quality products, innovation and exemplary service to its partners then please apply now at hr@clenergy.com.cn

(Please submit cover letter and resume to us with subject mention the position you are applying for, thank you!)