

ORDER SPECIALIST

We offer the possibility to begin with **part time job** and after graduation (summer 2017) **transfer to full time**. Order Specialist is responsible for **managing process from customer order receipt to invoice**, improves processes and **increases productivity**.

COMPANY

Y Soft Corporation is a progressive, globally operating company providing scalable **intelligent print system management solutions** (software and hardware) and is also involved in 3D print, Internet of Things and startups. The company's core product **YSoft SafeQ** is used by more than 14,000 organizations in over 100 countries. Headquartered in Brno, Czech Republic with corporate offices in all major regions of Europe, the Middle East, North & Latin America, Asia and Australia, Y Soft's products and services are available and supported worldwide through the company's network of distributors and resellers, 90 percent of the production is exported.

RESPONSIBILITIES&TASKS

- **Process customer orders** from order entry to invoice
- Liaise with customers to **ensure all orders are complete, accurate, and meet internal requirements**
- Provide complex information to customers to build good relationships and keep business going
- Daily **management of all open orders**, cooperation with other company subsidiaries, **solving post-sales issues**
- Contribute ideas and innovations to improve upon existing systems, work processes, procedures and share best practices with team members
- Close cooperation with sales, finance, warehouse and manufacturing, customer support services
- Internal **monitoring and reporting**

ROLE REQUIREMENTS

- Advanced written and spoken **English**
- Knowledge of **MS Office, Excel is a must** (VLOOKUP, pivot table)
- High school/Bachelor's degree
- Attention to detail, accuracy to numbers
- **Customer oriented** and results driven
- **Experience within ordering department field welcomed**
- Experience with **ERP system** is an advantage (Helios Green, IFS, SAP or other)
- Self-motivated, enthusiastic, detail-oriented and able to work both independently and in a team

WE OFFER

- Work place in **Brno**
- Possibility of home office
- Non-routine creative work content
- Partnering with top global customers and partners
- Dynamic open-minded and dedicated team driven by commitment and enthusiasm
- Support for **professional growth**
- Solid standard of employee benefits
- Exposure to international experience
- 21 days of vacation + up to 8 free days, 3 sick days
- Flexible working hours, home office
- Quarterly bonuses, Employee stock options
- Support of **language education**
- Family club, contribution to kindergarten fee
- Meal vouchers
- Flu vaccination / vitamin package
- Daily fresh fruit / vegetable at work
- Community breakfast every Friday



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More info at:

<https://www.ysoft.com/en/company/career/vacancies/order-specialist>