



Les Usines Métallurgiques de Vallorbe SA (UMV) are internationally renowned as the professionals' favourite partner for its files and precision tools. With great innovative capacities, the company has 230 employees. Its products are sold in more than 80 countries via a network of close to 300 distributors.

We are looking for a full-time

Sales Assistant Eng/Fr

In joining a dynamic team, in coordination with the Line Manager and Office Manager, you will be responsible for:

- Customer Relations ; in charge of managing orders from receipt to billing
- Establishment of quotes for our customers
- Providing support and information to customers
- Managing and monitoring international shipping of orders
- Proactive commercial follow-up

Your skills:

- Proven work experience in a similar role
- Excellent knowledge of the export documentation and free trade agreement & customs rules
- Experience in the management of order tracking
- Very good communication skills, able to work alone as well as in a team
- Fluency in English and French. Additional languages are an asset
- Proficiency in Microsoft Office, ERP Interface
- Extremely well organised, responsible and flexible and able to work in stressful situations

Starting date: immediate hire or to be discussed

Application:

If you are interested in joining our company and be part of a motivated team, please send your application to

Usines Métallurgiques de Vallorbe SA, Ressources Humaines, Rue du Moutier 49, 1337 Vallorbe or by email at emploi@vallorbe.com

Any other information may be requested by calling Mrs Marie-Claude Frossard at 021 843 94 27 or Mr Jonas Magnin at 021 843 94 15.