

Technical Order Manager (all genders)

Apply now



Vienna



Fulltime



Starting asap



About the Role

- Independent handling of assigned customers
- Support of the sales representatives and the department management
- Administrative processing of orders
- Coordination of technical and commercial details
- Preparation of documentation for the production process
- Take care of approvals and invoicing
- Coordination of shipment and pick up

Your Profile

- Completed commercial and/or technical education (HGBLVA – Print.Media)
- At least two years of professional experience in customer service or similar
- Very good knowledge of German and English; other foreign languages would be an advantage
- Very good knowledge of MS Office
- First experience with ERP systems

What we Offer

- Challenging and diverse work in a stable and international company
- A responsible position in a high-security environment with opportunities to work on cutting-edge technology
- Continuous learning and development through the AUSTRIACARD Academy
- A range of attractive employee benefits, including e.g. meal subsidies, access to an on-site canteen, company garage, vouchers, employee discounts,... And many more!

About the Company

AUSTRIACARD HOLDINGS AG leverages over 130 years of experience in information management, printing, and communications to deliver secure and transparent experiences for its customers. They offer a comprehensive suite of products and services, including payment solutions, identification solutions, smart cards, card personalization, digitization solutions, and secure data management. ACAG employs a global workforce of 2,500 people and is publicly traded on both the Athens and Vienna Stock Exchanges under the symbol ACAG.

We offer for this position a package starting at € 39.000,- gross per year on a full-time (38,5h) basis. Depending on qualifications and professional experience a market-oriented overpayment is intended.



Benefits



Work Life Balance



Catering



Health & Safety



Cash & Development

You are a personality with a high level of commitment and hands-on mentality, then I am looking forward to your application!

If you have any questions, please feel free to contact me.

For your application please use our [job portal](#).

Contact us

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