DENNEMEYER
First choice in IP

Dennemeyer is a leading Intellectual Property (IP) Service Provider with more than 50 years experience offering the broadest range of IP services globally. Corporations and law firms all over the world are placing their trust in Dennemeyer's Portfolio Services. We work on behalf of our clients in a multitude of industries to carry out patent annuity payments and trademark renewals as well as providing patent and brand management services specifically tailored to match each client's individual requirements. Through our national offices we bring our service close to our clients, in various languages.

We are currently hiring for our office in Munich a

Sales Administrator (f/m)

Your Tasks:

- Support the Sales management with reports, analysis for sales forecasting and strategic planning;
- Draft forms and templates;
- Calculate the Sales Commission quarterly;
- Participate in marketing activities and provide administrative support;
- Coordinate promotional activities and trade shows;
- All other duties and responsibilities as assigned.

Your Profile:

- Bachelor's or equivalent degree in economics, marketing or engineering and 2+ years experience as team assistant or sales administration;
- Knowledge of technical sales desired;
- Experience with Salesforce.com is considered an advantage;
- Very good knowledge in Excel, Word and Powerpoint;
- Well-structured and self-motivated personality with a distinct team approach;
- Strong analytical skills and target-focused mentality required;
- Comfortable working with international customers in a dynamic working environment;
- Excellent communication skills in both German and English are a must, French is an advantage.

We offer you:

- The opportunity to build a long-term career in an international and intercultural working environment;
- An open, team-oriented and creative working atmosphere with flat hierarchies and a quick decision making process;
- An adequate compensation and flexible business hours;
- A friendly, welcoming working atmosphere in which sharing of ideas and mutual respect are valued.

If team spirit and initiative are amongst your most prominent strengths and you feel motivated to develop a long-term career in Intellectual Property in a multicultural work environment, please apply online or via e-mail at jobs@dennemeyer.com stating clearly the title of the position in the subject. Your contact person is Ms. Hacer Hacisalihoglu.

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