

Inside Operations Assistant – Asia (m/f/d) (30-40 hours a week)

WDI AG, which has its headquarters in Wedel (Holstein), is one of the leading distributors of high-quality electronic components and systems for industrial, medical, automotive and avionic applications. A unique distribution and product portfolio for the international market, an absolute customer orientation and our great technical expertise combined with a thoroughgoing focus on technology and engineering are the guarantees of our success.

We are looking for new members to strengthen our highly motivated and fantastic team.

Job Description

- ▶ Explore, plan and work close with manufacturers in China, Hong Kong, Taiwan and overseas market
- ▶ Liaise with manufacturers on sourcing and selection, product quality, pricing, production planning, flexibility and service support to sustain the development of supplier networks and long-term relationships
- ▶ Support customers from enquiry to order processing and fulfilment
- ▶ Handle complaints quickly and professionally between customers and manufacturers
- ▶ Provide clerical and administrative support to internal departments and external sales
- ▶ Perform inventory control and maintain the safety stock level to ensure stable product supply to market
- ▶ Handle the import documents, arrange shipment, monitor the delivery schedule and ensure conformance with product specifications

Qualifications

- ▶ Completed commercial apprenticeship or equivalent level of skills and knowledge
- ▶ Working experience in electronic components industry is an advantage
- ▶ Good command of spoken and written English and Chinese (mandatory)
- ▶ Good knowledge of MS Office
- ▶ Detail-oriented with excellent time management skills and able to work under pressure
- ▶ Proactive, open minded and good team player

Do you see yourself in the job described? Is teamwork just as important to you as working independently? Are you enthusiastic about technical products and solutions? And is customer orientation a top priority for you? Then you have come to the right place.

After a specific and intensive training period, we offer you an interesting, responsible and varied field of activity with a wide range of creative opportunities in a growing company. Your contribution to the success of the company will be remunerated according to your performance.

Contact

Interested? We look forward to receiving your complete application - in writing or by email (please state your salary expectations and starting date).

WDI AG

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