



**M.A.H. INTERNATIONAL CORPORATION**

*Switzerland*

## **Junior Sales Administration Manager (100%)**

M.A.H. INTERNATIONAL AG is a market leader in Global Commercial Accounts Receivable Management & Trade Dispute Resolution Services. For our headquarters in Stans, Switzerland, we are seeking a **Junior Sales Administration Manager** to manage our entire Sales Administration process and to support our Swiss and international client acquisitions.

### **Key Duties and Responsibilities:**

- Independently manage the Sales Administration process
- Be the first point of contact for our international clientele through verbal and written communication
- Issue agreements and regular follow-ups to ensure prompt client signature
- Maintain statistics and provide progress reports for the attention of the management
- Conduct credit checks and case assessments
- Maintain established client accounts and long-term customer relationships
- Support the Sales & Marketing Department

This position demands strong communication and negotiation skills in English (verbal and written), organisational skills, and a goal- and time-oriented mindset to achieve measurable results.

### **Requirements:**

- Excellent verbal and written communication skills in English and German, to communicate at management level. A very good command of either French or Italian or of any other language would be an additional asset
- Bachelor's degree in business/ sales/ marketing/ tourism/ or hotel management or a Federal Diploma in Business Administration (KV) with experience in sales, marketing, import export, international business or any other equivalent education / experience.
- Ability to work independently as well as within a team and to take responsibility
- Interconnected thinking and analytical skills
- Ability to multi-task in a dynamic and global environment
- Strong IT, database, time management and organisational skills
- Loyal, truly self-motivated and able to work under pressure

We offer a challenging entry position with an opportunity to further advance your career to management level.

If you are interested in joining our international team and are prepared to work in a fast-paced and challenging environment, please send your full application (motivation letter, CV, certificates and work references) by e-mail to: Ms. A. Banerjee (a.banerjee@mah-international.com) or by post to:

**M.A.H. INTERNATIONAL CORPORATION**

**Human Resource Department**

**Breitenweg 6, 6370 Stans**

**[www.mah-international.com](http://www.mah-international.com)**