

Sales Operations Specialist (f/m/d)



flexible location

The Aenova Group is one of the leading companies in the pharmaceutical and healthcare industry. With high quality standards, innovative technologies and a clear future orientation, Aenova has become Europe's market leader for the development and production of all common dosage forms and product groups in the business-to-business sector. The company which has its headquarters near Munich (Germany), operates 16 production sites and several sales offices in ten countries throughout the world. More than 4.300 employees contribute to the group's success.

What can you expect?

- Supporting activities and relieves front line sales staff in customer support
- Administrative and organization task in managing day-to-day operations
- Ensure efficient and effective application of Sales Support processes
- Comprehensive support in the entry and creation of quotations, re-calculations and corresponding data maintenance in CRM
- Coordination & cooperation on specific customer requests with relevant site functions like e.g. Purchasing, Controlling, Production Planning, Customer Service and Quality
- Processing and maintaining international customer inquiries with respective internal stakeholders and respective communication with the customers
- Preparation of CDAs and management of contract documents in the CRM
- Support in the preparation and execution of customer meetings, conference calls and customer visits or trade fair
- Preparation and support for KPI reporting in coordination with the account managers
- Handling of RFQ relevant data on various interactive customer platforms
- Supporting Sales staff in forecast management and budgeting tasks

What should you bring?

- Bachelor degree in Business Administration, Economics, or equivalent completed basic commercial education
- Minimum two years of professional experience in sales related positions, possibly in an industrial environment
- Technical / pharmaceutical understanding is an advantage
- Proficiency with MS Office (Word / Excel / Power Point / Outlook)
- Hands on experience with ERP and CRM systems
- Fluency in English (verbal and written) is an essential prerequisite; German and Italian is a plus
- Outstanding customer orientation, with excellent communication skills and strong team player
- Good analytical and multitasking skills, strongly solution driven and initiative

We offer a growth-oriented, dynamic and international environment, which offers challenging tasks across the sites as well as active participation opportunities.

If these tasks in a future-proof corporate group attract you, then we would like to get in touch with you.

Have we inspired your curiosity?

For any questions please contact the human resources department at +39 0773 4251.

[Apply now](#)

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