



TRADITION MEETS INNOVATION

Erne Fittings puts their passion and perfectionism into manufacturing pipe fittings for permanent welds – and that for more than 100 years. This has made us to the world's leading supplier of butt-weld fittings and to the sole producer in GCC – with top-notch solutions, outstanding services, and countless of new ideas.

INSIDE SALES ASSISTANT (W/M/D)

PLACE OF EMPLOYMENT: AL JUBAIL

YOUR ROLE

- Daily customer contact
- Preparing and submission of offers
- Follow up of offers and other sales department/account daily activities (sales & marketing).
- Enter order into system and take responsibilities and ownership of all duties after the same (internal & external processes)
- Supporting head of sales in different sales & marketing activities
- Follow up with accounting & collection
- Conduct weekly & monthly meeting with division members
- Handle and solve customer complaints
- Provide after sales service to customers
- Supporting warehouse during the shipping process (documents etc.)
- Smooth execution of project from order receiving up to payment collection

YOUR PROFILE

- Bachelorette in Engineering or Business Administration
- Minimum three years experience in Saudi Arabia Market
- Ability to communicate in English
- General computer skills (Word, Excel, Power Point, Outlook etc.)
- Background in sales administration

YOUR BENEFITS

- Full medical coverage
- Social activities, events and friendly environment
- Internal Trainings and knowledge sharing by experienced employees

**READYFOR
ACHANGE?**

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