



Headquartered in Ecublens near Lausanne, Synova is the pioneer of a revolutionary hybrid laser processing technology – Laser MicroJet®. Synova provides state-of-the-art high precision material processing in the semiconductor industry as well as for emerging applications in the electronics, MEMS, solar cell, flat panel display and medical industries.

To support Synova's exciting growth, we are looking for an

International Order Administration Assistant

In this position you will:

- Preparation of quotes for partners and sales team
- Manage the Order Administration cycle including invoicing and collections
- Customer base maintenance
- Samples management
- Participate in Order to Cash process improvement projects
- Handle customers information requests

For this position, we are looking for candidates with the following profile:

- Several years of experience in a similar position within an industrial technical environment.
- Order management and invoicing system experience (SAP Business One an advantage).
- Excellent MS Office skills including Excel, MS word.
- Strong written and verbal communication skills in English, German and with good French knowledge.
- Result oriented team player.
- Attention to details, meticulous and precise.
- Able to work independently and to prioritise work load
- Comfortable and confident with daily interaction at every level of the company

Do you want to join our fast-growing, innovative and progressive company? If you feel that you have the qualities to make an effective contribution, please apply now.

SYNOVA SA

Innovative Laser Systems

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