

SYNOVA SA Innovative Laser Systems

**“Where others see impossibilities,
we see solutions”**



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

Sales Administration Assistant

In this position you will:

- Preparation of quotes for partners and direct customers
- Order Administration including order confirmation and invoicing
- Customer management system maintenance
- Samples management
- Customers visit and sales training event management
- Handling of customers information requests
- Sales office management
- Provide back office function for sales management on travel

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
- At ease with the use of ERP, CRM systems and MS Office including Excel
- Strong written and verbal communication skills in English with good German and French knowledge
- Attention to details, meticulous and precise
- Able to work independently and to prioritize
- Service and customer orientated

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.

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