



Therefore Corporation produces high quality information management software for companies around the world. Are you interested in joining a dynamic team – a team that has the goal of producing the world's best information management software? Therefore™ has helped thousands of companies to speed up their business cycles and improve the way they process information. Find out more on our website www.therefore.net.

The Therefore™ Customer Service Team supports our sales channels and customers around the world. We're looking to strengthen our team with an:

Operations Specialist/Auftragsbearbeitung

The Profile:

We're looking for candidates who:

- Can work in a very independent and structured manner
- Are highly detail-oriented and take pride in producing quality work
- Are fluent in both German and English (written and spoken)
- Have a business-oriented education (kaufmännische Ausbildung bzw. WU Studium)
- Have a minimum of 1 year experience with order processing

The Job:

As an Operations Specialist you will:

- Process and fulfill orders for software licenses (mostly in English), including invoicing
- Correspond with customers and commercial partners (written and by phone)
- Create weekly/monthly reports

The Rewards:

- A challenging and diversified job in a flexible, multi-faceted work environment
- Flexible working hours: 25-30 hours per week, mornings or afternoons until 18:00, alternating as planned with other team members
- Adaptable working model: work from home or from our office in Mödling
- Technical training and a gross salary starting at 1.890 €/month, 38,5 hours/week as per collective agreement (salary may be adjusted based on qualifications and experience)

We look forward to receiving your application! To apply, please click [here](#) or go to www.therefore.net/apply

Therefore Corporation GmbH
Wiener Strasse 2/2, A-2340 Moedling
www.therefore.net

