



ZOLLER is a family-run company and develops and produces innovative presetting and measuring devices, software for measuring, inspecting and managing cutting tools, as well as associated automation solutions. With technological innovation, a high level of quality awareness and an active service philosophy, we have secured a place at the top of the world. For more than 75 years, ZOLLER has stood for innovative tool measuring technology, high-quality products and reliable customer service. More than 50,000 presetting, measuring and testing devices installed worldwide speak for themselves. We owe our success to the approx. 450 ZOLLER employees at the headquarters in Pleidelsheim near Stuttgart as well as more than 550 colleagues in branches and agencies at 62 countries and 85 sites worldwide.

To strengthen our team for the **Pune** area we are looking for a dedicated

Sales/Aftersales admin (m/w/d)

Require skills

- Experience – 1-2 years in sales or aftersales administration
- Diploma/Bachelor degree in mechanical/mechatronics/business administration field
- Previous experience in sales administration, or a similar role will be added advantages
- Exceptional interpersonal and customer service skills
- Advanced knowledge of administrative recordkeeping
- Familiarity with sales/aftersales reports and records
- Excellent written and verbal communication skills in English/Hindi/Marathi
- Good leadership and team working skills

Core Responsibilities

- Project follow up with existing customers for the aftersales business
- Verifying orders, including customers' personal information and payment details
- Contacting customers by phone or email to answer queries and obtain missing information
- Maintaining and updating after sales and customer records
- Expediting orders through regular follow with customers
- Directing feedback from customers to relevant departments
- Promoting new products over the emails
- Supporting the sales department with other administrative tasks
- Follow up with outstanding payment and payment receipt from customer

We are looking forward to your significant application. Please address the application to Manali Inamar: info@zoller-in.com