

Sales Assistant – Polish speaking (m/f/d)

We are looking for a Polish speaking Sales Assistant who is the central contact person for various administrative and organizational tasks in project business development. If you have strong organizational and communication skills, enjoy working in a team and have an eye for detail, we look forward to receiving your application.

What we offer:

- A workplace situated in Düsseldorf in full-time
- Unlimited job with reasonable compensation
- Interesting and versatile activities in flexible structures and flat hierarchies
- Initial onboarding & regular trainings at Synology GmbH Düsseldorf
- Friendly corporate culture and a pleasant working environment
- Bright and modern equipped workplaces in a central location in the heart of Düsseldorf
- Additional perks, like fresh fruit, drinks and regular employee events

Required Skills, Experience & Qualifications

- Experience as a sales assistant and basic technical affinity is desired
- Completed education in Business Administration or comparable background
- Strong communication skills in Polish and English are mandatory, German is a plus
- Friendly and confident manner of communication on the phone and good communication skills
- Customer-oriented thinking and acting and strong organizational skills
- Thorough, independent and structured manner of working even under time pressure
- Team player with communicative and good interpersonal skills
- Good knowledge of MS Office
- If you do not already live here, willingness to move to Germany to work from the office in Düsseldorf

Your area of responsibility would include:

- Answering inquiries from our business partners and customers
- Project follow-up for assigned markets and project database maintenance
- Reactivation of existing customers, cold calling
- Identifying business opportunities and lead generation
- Creation of surveys and their analysis
- Reporting – collecting of reports, basic evaluation, and analysis
- Support on events (onsite / virtual)
- Operational and administrative support

As the market leader in the field of NAS servers, routers and video surveillance, Synology GmbH has been inspiring millions of customers worldwide with innovative and versatile IT solutions since 2011.

We live the passion for IT and a hands-on mentality. By taking care of markets in Central and Eastern Europe, we combine 14 nationalities in a international and dynamic team in the Düsseldorf subsidiary – become part of it and apply today!

[Apply Now](#)

Contact

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