



ventec
INTERNATIONAL GROUP

Customer Service Representative - Germany

Ventec Central Europe / Kirchheimbolanden

Ventec International Group is an ambitious publicly listed (TWSE:6672.TT) global supplier of advanced PCB base material solutions with a dedicated global supply chain and technical support network that delivers unparalleled customer satisfaction and localized support in all major territories.

Increasing market share driven by a significant rise in demand for our latest high-spec PTFE, hydrocarbon and bond-ply ranges as well as our established polyimide, IMS and FR4 materials have meant that we are continuously looking for new talent to join our team in Europe.

Are figures, processes and customer orders right up your street? Do you work in a structured manner, keep track of everything and ensure that everything runs smoothly behind the scenes? Then you've come to the right place!

We are looking for **Customer Service Representative** to support us in order processing. You can expect an exciting role with us, offering variety and challenges. As a Customer Service Representative, you can demonstrate your skills and learn a great deal.

Become part of the Ventec family and start at our Kirchheimbolanden site.

Key responsibilities

- Independent processing and handling of customer orders.
- Maintenance and verification of order and customer data.
- Coordination with Sales, Logistics and Accounting.
- Monitoring deadlines and communicating with customers regarding delivery times.
- Assisting with administrative and organisational tasks in day-to-day operations.

Job requirements

- Completed commercial apprenticeship (e.g. industrial clerk, office clerk or equivalent)..
- A structured and meticulous approach to work.
- Organisational skills and a sense of responsibility.
- Proficiency in MS Office, ideally with experience of ERP systems.
- A friendly manner, commitment, resilience and flexibility.
- Strong ability to work as part of a team.

What do we offer?

- A secure job in a growing company.
- Interesting and independent tasks.
- Thorough and personalised induction within the team.
- A motivated team with a pleasant working atmosphere.
- Varied tasks and the opportunity to work independently.
- Short decision-making processes and modern working structures.
- Attractive remuneration and development opportunities, including a company pension scheme.

Please apply in the strictest confidence, enclosing your CV to: jobsDE@ventec-europe.com