

+ BE YOURSELF – BECAUSE THAT’S HOW WE WANT YOU TO +

At Anexia, we take responsibility for all the **challenges of the digital world** – each and every day. That’s because we see ourselves as the **“Digital Transformation Engine”**. And how do we succeed in this mission? It’s simple. We are a family of facilitators with innovative ideas. We’re capable of, want to, and allowed to make things happen. That’s what makes us so unique! Do you want to be a part of our digital revolution and make history with us? **#joinourrevolution**

SALES BACKOFFICE (M/W/D)

Wien | part time / full time

You have a keen eye for detail and the ability to stay on top of complex tasks? Customer service is more than just a phrase to you, and your strong common sense helps you find practical and effective solutions to any challenge? Then we look forward to receiving your application!

#PROFILE



- Following up on quotations to support the sales team
- Reviewing and reconciling billing data to ensure accurate invoicing within our systems
- Preparing reports for existing customers
- Providing administrative and organizational support to the Key Account team
- Conducting analyses, evaluations, and statistical reporting

#WANTED



- Completed commercial or technical education (HAK, HTL, HAS, or commercial apprenticeship)
- At least 2 years of relevant professional experience
- A team player with an open and communicative personality
- Goal-oriented, highly self-motivated, and service-oriented
- Hands-on mentality with a proactive and structured approach to work
- Proficiency in German is a must; good English skills are an advantage

#REWARD

Anexia grew up as a family, and with our growth strategy, we intend to keep it that way. We like to take responsibility, respect one another, and we know that we can achieve whatever we put our minds to. We look after Anexia, and Anexia looks after us. Enthusiasm, experience, and competence count, so you can expect a fair salary and numerous benefits.

salary range



Our benefits



We are more than just a workplace. Therefore, we offer our employees many benefits (which partly depend on your position and location): good transport connections and flexible working hours. Period. Not to mention further training, a mentoring program, free parking, a mobile phone and notebook, snacks and drinks, company cars, employee events, a fun corner, ...

#JOINOURREVOLUTION

APPLY NOW

#ABOUT

Anexia is offering high-quality and individual cloud- and managed hosting solutions as well as individual software and app development. Anexia is also running its own, independent data centers. Founded in 2006, Anexia is headquartered in Klagenfurt and has offices in Vienna, Graz, Karlsruhe, Nuremberg and New York City. The company serves numerous international customers.



Over 350 employees at more than 5 office locations in Austria, Germany and the USA



We are ISO-certified and have had a "very good credit rating" for years



Customers such as Lufthansa, McDonalds, TeamViewer, and many more trust in our quality



You have questions?

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