



Founded in 1969 as SEG in Krefeld, Germany - grown under Woodward for more than 10 years - ConverterTec is a global specialist in electric power conversion. Since 1995, first variable-speed Concycle® generators and power conversion technology is being used in marine applications, Uninterruptible Power Supply as well as in upcoming wind and solar/PV applications.

As of today, we are looking to a legacy of more than 24,500 converter systems in on- and offshore applications, shipped to 47 different countries worldwide, representing more than 45GW of installed power.

With our branches in Kempen, Krakow and Sofia as well as other global service hubs, we support our customers worldwide.

In Brzegi we are looking for a Customer Support Representative

Your Tasks:

- Processing and maintaining customer purchase orders, external customer purchase order systems and electronic data interchange (EDI)
- Responding to internal and external customer question
- Compiles and generates various customer/sales reports
- Contract reviewing of customer purchase orders
- Actively participating with account receivables management (collection process, validate PO to sales order, collections, etc.)
- Interacting with other departments as required (order status, delivery updates, warranty & quality)
- Limited face-to-face customer contact for training and/or resolving customer issues, which may involve limited travel
- Maintaining off-line sales systems as required

Your Profil:

- Min 2 years of experience in customer-service role in an international company
- Fluent English, German would be an asset
- Excellent communication and problem-solving skills
- Solid knowledge of MS Office, experience in the ERP preferred
- High level of professional communication and interpersonal skills

What we offer:

- Work for the business creating the renewable energy technologies
- Opportunity to work in a dynamically developing organization operating in a constantly growing market
- Attractive work conditions within a worldwide group
- Permanent employment contract after probation period
- Private healthcare provided by Luxmed
- Mybenefit platform including Multisport access
- Life insurance
- The new office in a convenient location

If you are interested in an offer, please contact us

ConverterTec Poland sp. z o. o.

ul. Trakt Ojca św. Franciszka 1, 32-002 Brzegi / Poland

Contact person: Teresa Zielniok

Mobil: +48 784 057 915

E-mail: hrpoland@convertertec.com