

# Commercial employee (f/m/d)

SILAG Handel GmbH is looking for a commercial employee (f/m/d) to strengthen its team as soon as possible.

## Your tasks

- Monitoring incoming payments
- Creation of offers and exposés
- Creating invoices
- Process credit notes and customer complaints
- Contract awarding (craftsmen, material orders)
- Carrying out and evaluating tenders
- Creating lists and evaluations
- Entry and maintenance of master data
- Further, supporting processing in the real estate department

## Your profile

- You have completed a commercial apprenticeship and ideally have some knowledge of real estate (commercial and private).
- You are confident and experienced in using Microsoft Office, in particular you have very good knowledge of Excel.
- You have a basic commercial understanding, initiative, responsibility and a willingness to perform.
- Careful and independent way of working, ability to work in a team and discretion

## As a modern company, we offer

- Permanent employment contract
- Above-average remuneration

- Flexible working hours with core time regulation
- Free parking spaces
- Social benefits

An interesting field of activity awaits you. We look forward to receiving your detailed application, stating your desired salary and earliest possible starting date.

Please send them by e-mail to: [karriere@silag.de](mailto:karriere@silag.de)

For security reasons, we only accept applications in PDF format.

[Stellenausschreibung als PDF herunterladen](#)

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