



For our headquarters in Boeblingen we are looking for an

Order Management and Contracts Specialist (m/f/d)

Your Responsibilities

As Order Management and Contracts Specialist you are responsible for order processing, preparation of the required documentation from shipment to invoice, while working in close cooperation with Purchasing, Project Management and Sales.

In addition, you the first contact person for all questions about contract terms. You check, evaluate and comment on purchase contracts and you discuss, with fluent business English skills, T&Cs with the customer.

You enjoy working with different cultures and you accept the challenge to do this in a global environment.

Your Profile

- You have a degree in Business Administration, or a Bachelor/Masters degree in Contract Management or Business Law.
- You are an export expert and you have advanced experience with Customs Documentation and Letters of Credit.
- Your communication style is cooperative and reliable and you have outstanding spoken & written English and German skills.
- You are experienced with an ERP system (preferably ABAS).
- Advanced MS Office skills, especially with Excel, are mandatory.
- You demonstrate targeted, independent, structured and results-driven working methods.

AP Sensing

We are a fast growing, global provider of fiber-optic based sensor technology. Our solutions can be found in Offshore Wind parks, at oil wells in Alaska, in the Euro-Tunnel and in many other important infrastructures around the world. We combine a 30-year heritage from HP with the spirit and enthusiasm of a successful enterprise. Become an empowered employee and join our team of passionate, innovative people.

Our Offer

- Challenging, versatile and influential work based on state of the art technology.
- A climate of openness, trust and respect, based on the "HP Way".
- Nice colleagues and a pleasant work environment in a strong international team.
- Competitive compensation and benefits, flexible working hours, development and career paths, and a profit-sharing plan.
- Our office is ideally located near a train station and highway.

Are you ready to play a BIG role in a small team instead of a SMALL role in a big team?

Then you are spot-on with us...

hr@apsensing.com

Herrenberger Str. 130, 71034 Boeblingen

Tel +49 (0)7031 309 6610

www.apsensing.com