



Since 1957 LINSEIS has been developing and distributing measuring instruments for thermal analysis and determination of thermo-physical material properties. In addition to serial instruments, we also produce special configurations of the highest quality, which is why well known companies, research institutes and universities worldwide are part of our customer base. Besides our headquarters in Selb (Germany), we are also located in Robbinsville, NJ (USA) and Shanghai (China).

We are looking for a new team member for our location in Robbinsville, NJ (USA):

Administrative Sales Assistant

Responsibilities:

- Preparation of product quotations and consistent post-processing
- Follow up with existing customers to offer product updates and service plans
- Assisting with organizing customer workshops and sample testing
- Assisting in organizing national shows and conferences
- Maintaining customer relationship database
- Close teamwork with development and management in Germany

Education & Experience:

- Bachelor of science degree preferred
- Ideally some sales experience
- Organizational and communication skills
- Entrepreneurial mindset and an independent and committed way of working
- Organisational and communication skills, confident appearance

Our offer:

- A challenging and varied job with responsibility
- Interesting projects and contacts within Universities and private industry (e.g. automotive, aerospace, ceramics, chemistry, etc.)
- Training at our main location in Robbinsville, NJ
- We offer you a competitive salary and success-based commission structure, Life Insurance, IRA administration, and medical stipend
- A flexible working environment with flat hierarchies is waiting for you

Are you interested?

Please send us your cover letter and CV to jobs@linseis.com or send your CV to:

Tim Osborn-Jones

Linseis Inc.

109 North Gold Drive

Robbinsville, NJ 08691

www.linseis.com

Visit us also:

