

# ames

vibrant living





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Ames is based in Mülheim-Kärlich, Germany

## **Job position**

Operation assistant

Your main functions will be general support to sales, marketing and logistics department.

Do you like modern, unconventional living concepts? Do you love contemporary design and handmade, aesthetic products? Would you like to get to know exciting people and other cultures? Do you like to travel and look forward to creative projects? Then you should get to know ames. We manufacture contract furniture and home accessories. And each of our products contains the passion and the claim to be something very special. Discover what is possible for you as an operation assistant at ames ...

## **Details**

- Update and maintenance data in CRM system and database
- Preparation of export documents and samples shipments
- Monthly reports for sales and marketing department
- Preparing presentation in powerpoint for sales and marketing needs
- Review and control of goods received from the supplier
- Responsible for sample inventory and marketing materials
- Assistance in events organization

## **Requirements**

- Education: Supply Chain / Logistics or similar
- Experience – 1 or 2 years in similar job position will be a plus
- Good command of Microsoft Office (Outlook, Excel, Power Point, Word)
- Intermediate level of English and basic German for daily routines in the office. Spanish will be an advantage
- Good interpersonal and communication skills

If you are a person, who is a team player, flexible, multitasking, organized, with positive attitude and would like to reflect our brand values, we would love to meet you and have a short on-line conversation first.

## **We offer**

- stable half-time work in international company
- possible participation in international fairs
- flexible working hours (preferably at the morning)
- monthly gross salary with employment contract for an indefinite time period (trial period: 6 months)
- 28 days of vacation
- friendly working atmosphere

Ames is an equal opportunity employer with a positive and inclusive workplace offering a comprehensive compensation package. We are a great team that combines passion with fun in an international environment with great corporate culture and real purpose. To get more about our brand, please, have a look here: [amesliving.de/ames-world/our-story/](https://amesliving.de/ames-world/our-story/)

If you are interested in above job position, please contact us by sending your CV to e-mail address: [Job@amesliving.de](mailto:Job@amesliving.de)

Feel free to contact us in case of any further question you have.

Saludos cariñosos,  
**Ames team**