

## Backoffice Employee (m/f/d)

Job ID: 2110023LI



Basel, Switzerland

### About Us

AppTec is a leading software vendor in the field of Unified Endpoint Management and Mobile Security. AppTec is a rapidly growing, self-funded, profitable and globally distributed company. More than 6,400 companies and organizations in 107 countries worldwide utilize the APPTEC360 EMM platform to meet the challenges that they face, when managing applications, documents, configurations and security on mobile devices and desktops.



### Profil

**Location:** Basel-City, Switzerland

**Start:** immediately

**Department:** Customer Success Management

**Pensum:** 100%

### Your tasks

- Carrying out general administrative tasks
- Point of contact for commercial questions
- Assistance in project administration and sales
- Support of the Management Board
- Time recording management
- Preparation of quotations and processing of orders

### Your qualifications

- Training in the commercial area or comparable
- Professional experience in the IT environment
- Very good knowledge of German and English, both written and spoken
- Good MS Office user skills
- Strong communication and teamwork skills
- Creativity and high quality awareness

### Interested?

Please apply now and exclusively by e-mail to [hr@apptec360.com](mailto:hr@apptec360.com).

Your application should please include the following documents:

- Cover letter
- Resume/CV
- References
- Salary expectation
- Earliest possible starting date

### What we offer

- Extensive opportunities for further training
- Flexible working hours
- Ergonomic workstations
- Free choice of hardware
- Work location in the old town of Basel-Stadt

**Printed applications by mail cannot be processed.**