



## Sales and order execution administrator

### Job Description

**MIRO Analytical AG** is a young company providing state-of-art laser-based gas analyzers for monitoring of greenhouse gases and air pollutants. Since October 2023 MIRO Analytical is part of Bruker Corporation and closely collaborating with Bruker Optics.

If you are - like us - passionate about mitigating climate change and fighting air-pollution, we are looking for you as a **Sales and Order Execution Administrator** to strengthen our customer-facing team.

### Qualifications

- Commercial apprenticeship or comparable qualification
- Experience with international sales
- Experience with customs, international shipping, import and export handling
- Ability to communicate comfortably and efficiently in written and spoken English and German)
- Excellent computer skills MS Office (Power Point, Word, Excel, Teams, Outlook)
- Getting-things-done attitude

### Responsibilities

- Sales: Quotations, invoices follow-ups with customers
- Order execution: Preparation, documentation and execution of international shipments
- Communication with internal and external partners and forwarders
- Documentation for export control

### Your Tasks

- Present our products and company at conferences and at customer visits
- Support customers with trouble shooting, technical questions and by performing user trainings
- Develop and communicate new applications and use-cases for our products
- Use MIRO's analyzers proficiently, document and improve applications (reports, application notes, white papers, (scientific) publications)
- Analyze and report on data from test campaigns and in-house experiments
- The position requires regular travelling

### We offer

- The opportunity to join a highly dynamic young company at an early stage
- Creative environment with a flat hierarchy and open work culture with freedom to implement new ideas
- The chance to help reducing air-pollution and mitigating climate change through better measurements
- Flexible working hours, 40h work-week, 25 days of vacation per year
- Comprehensive social insurance package
- Regular social events, teambuilding and workshops

## Conditions

Place: Wallisellen (ZH)

Workload: 80-100%

Starting date: Flexible, ideally 1.12.2024

Contact: [jobs@miro-analytical.com](mailto:jobs@miro-analytical.com); +41 44 830 91 53

PLEASE NOTE: We only consider complete applications including a CV, cover letter, and relevant references that are sent to [jobs@miro-analytical.com](mailto:jobs@miro-analytical.com).