



ATF Cooling GmbH is an innovative and fast-growing company specializing in process cooling solutions for machine tools, energy storage systems, and data centers. To strengthen our team and expand our expertise in refrigeration technology, we are looking for an experienced

Internal Office Staff (m/f/d) in Full Time or Part Time

Your Responsibilities

- Support the field sales and project management teams in both technical and commercial matters
- Prepare and maintain quotations, orders, and invoices
- Provide customer service and communication via phone and email (German/English)
- Coordinate delivery dates and shipping documentation
- Manage and document service reports and project data
- Work closely with technical and sales departments

Your Profil

- Completed commercial or technical education/training
- Professional experience in technical inside sales or sales support is an advantage
- Good command of German (spoken and written); English skills desirable, additional European languages a plus
- Completed commercial or technical training
- Professional experience in technical internal sales or sales support is an advantage
- Good command of German, both written and spoken; English skills are desirable, and other European languages are an advantage
- Confident use of MS Office, especially Excel, as well as ERP systems
- Team spirit and a strong customer orientation
- An independent, responsible, and structured working style with an international outlook

We offer

- A secure position in an expanding, international, and modern company with long-term prospects, attractive remuneration, and diverse development opportunities
- Technically demanding products with high market potential
- A responsible position with freedom to shape your work
- Flat hierarchies, short decision-making processes, and room for creativity
- Support from an experienced technical team
- Good teamwork, joint company activities (e.g. team events), and a family-like and pleasant working atmosphere

Are you ready to take the next step in your career?

Then we invite you to become part of our successful team!

Please send your complete application documents, including your salary expectations and earliest possible starting date, preferably by email to: ccwang@haosch.de.

You are also welcome to contact us by phone: +49 711 6339-698-0.

We look forward to receiving your application!

