



Rothoblaas is a team of more than 500 co-workers in over 50 countries. We develop innovative, sustainable and future-oriented products and services for timber building. We are a family business that works on a global level, with an alpine heart and an international spirit, supporting our customers wherever they need us.

To strengthen our team, we are looking for (m/f):

Administrative Assistant

Area: USA - Allentown

WHAT WILL YOU BUILD YOUR SUCCESS ON:

- Performing administrative and clerical functions
- Maintaining accurate records and data
- Developing and maintaining efficient administrative systems and processes
- Coordinating leads through CRM
- Liaise with courier companies, clients, and suppliers
- Support orders, invoices, payments, reimbursements
- Coordinate and support HQs-Marketing activities for the country
- Organize fairs, seminars, business trips, samples, catalogues, gadgets, and consumption material

THE FUNDAMENT OF YOUR CAREER:

- Experience in a similar role and/or university degree in Economics or Business Administration or similar
- Working previously in logistics, administration or accounting is considered an advantage
- Basic knowledge of administrative processes in a modern company
- Strong organizational and communication skills
- Fluent in English
- Willingness to travel within the US and occasionally overseas
- Ability to work independently, display initiative and a 'can do' attitude

WHY YOU SHOULD JOIN US:

- We are international and curious about the unknown
- We live in an energetic, dynamic, lively, and unconventional environment
- We have the constant opportunity to experiment and improve
- We have fun and are successful too
- We give our best to guarantee a sustainable lifestyle in a positive and supportive environment

Moreover, you'll find an in-depth training, a modern work equipment and various other benefits.

We are Rothoblaas. And you?

Send us your application: jobs@rothoblaas.com

