



At Anexia, we take responsibility for all the **challenges of the digital world** – each and every day. That’s because we see ourselves as the **“Digital Transformation Engine”**. And how do we succeed in this mission? It’s simple. We are a family of facilitators with innovative ideas. We’re capable of, want to, and allowed to make things happen. That’s what makes us so unique! Do you want to be a part of our digital revolution and make history with us? **#joinourrevolution**

BACKOFFICE ASSOCIATES (M/F/D)

Location | full time

Do you enjoy working independently and communicating with customers?

#PROFILE



You will be responsible for ensuring the smooth running of the day-to-day business. You will process orders, from their receipt through completion/manufacturing/shipment of the relevant product. Communication with our customers, the purchasing department, partners, and suppliers will form a key part of your job. You will be responsible for coordinating manufacturing dates. In addition, you will also carry out a wide range of administrative and organizational tasks.

#WANTED



- Commercial qualification or relevant professional experience (e.g. trade, mobile phone store, etc.).
- Able to work well independently, with a meticulous approach to your work.
- Friendly, confident manner and smart appearance.
- Excellent spoken and written German and good written and spoken English.
- Strong solution and service focus.
- Highly proficient in the use of Microsoft Office (Word, Excel, Access, PowerPoint).
- High degree of personal motivation and dedicated team player.
- Previous experience in the telecommunications sector an advantage.

#REWARD

Anexia grew up as a family, and with our growth strategy, we intend to keep it that way. We like to take responsibility, respect one another, and we know that we can achieve whatever we put our minds to. We look after Anexia, and Anexia looks after us. Enthusiasm, experience, and competence count, so you can expect a fair salary and numerous benefits.

salary range



Our benefits



We are more than just a workplace. Therefore, we offer our employees many benefits (which partly depend on your position and location): good transport connections and flexible working hours. Period. Not to mention further training, a mentoring program, free parking, a mobile phone and notebook for work and private use, snacks and drinks, company cars, employee events, a fun corner, ...

#JOINOURREVOLUTION

[APPLY NOW](#)

#ABOUT

Anexia is offering high-quality and individual cloud- and managed hosting solutions as well as individual software and app development. Anexia is also running its own, independent data centers. Founded in 2006, Anexia is headquartered in Klagenfurt and has offices in Vienna, Graz, Karlsruhe, Nuremberg and New York City. The company serves numerous international customers.



Over 350 employees at more than 5 office locations in Austria, Germany and the USA



We are ISO-certified and have had a "very good credit rating" for years



Customers such as Lufthansa, McDonalds, TeamViewer, and many more trust in our quality



You have questions?

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