



About us

Burgmann Packings is a privately owned manufacturer of metallic gaskets, compression packings and graphite rings with operations in China, Ireland, Turkey and headquarters in Germany.

With over 130 years experience Burgmann Packings sealing products can be found in all industry sectors on a global basis. With our worldwide manufacturing locations Burgmann Packings can meet the most demanding quality and delivery expectations globally.

Burgmann Packings is at the forefront in developing new sealing solutions using high performance raw materials. In combination with our own research and development facilities we collaborate with leading test institutes and universities to provide most up-to-date solutions for operating processes and environmental protection.

With all our products we aim to provide the best sealing solutions. We strive to meet customer requirements in safety, reliability, performance and optimised life-cycle costs.

Growing from our German manufacturing base all of our facilities are equipped with advanced production technologies. Our production sites are certified to ISO 9001 and are able to manufacture according to international standards such as ASME and EN as well as to specific customer requirements.

Our products are exported to more than 40 countries worldwide and have an excellent reputation with customers.

Customer Service Representative (m/f/d) Team Turkey

Tasks

- Support of OEM customers in Germany as well as international customers of the Burgmann Packings Group
- Professional use of SAP system for all relevant processes across the entire supply chain
- Order entry in SAP
- Elaboration of customer offers and professional communication in Microsoft Dynamics CRM
- Direct contact with designated customers
- Tracking of delivery dates
- Operational purchasing from third party suppliers
- Processing and tracking of complaints
- Processing of supplier declarations and other documentation
- Preparation of price lists and other documents
- Document storage and maintenance

Requirements

- Commercial training, preferably industrial clerk
- Technical affinity is an advantage
- SAP knowledge is an advantage
- Professional use of MS Office
- Good English language skills
- German language skills optional

Reports to

- Head of Customer Service Team Turkey

Interested?

If you are interested to learn more about this exciting opportunity, please send us your CV (E-Mail: hr@burgmannpackings.com). We will get in touch with you!