



Since 2007, Asyri is developing and commercializing its "Asycube" family of innovative flexible feeding systems for automation. Our products are key components for the Smart Factory of the future and Industry 4.0. Our state of the art technology is revolutionizing the feeding industry and is highly demanded on various domestic as well as international markets.

Learn more about Asyri and our products at www.asyri.com

In order to support our growth, we are currently seeking a highly motivated

Logistics & Sales Administrative Assistant

As a member of our North American team, your mission will be to support internal operations and to assist with other general office duties. Working with other departments on customer-related developments and issues, you will play an important role in coordinating and organizing the orders, shipments and all related administrative operations.

Your tasks:

- Support operations by processing orders, organizing shipments and returns
- Create shipping forms including bills of lading, delivery notes, and required customs forms
- Create customer quotes and BOM's
- Coordinate and execute all inbound and outbound transportation matters within the organization
- Comply with all International & local material handling and shipping requirements
- Occasionally participate in sales related activities such as sales meetings, supplier visits, and sales training

Your qualifications:

- Minimum 2 to 5 years of experience selling in an inside sales environment and demonstrated success working with customers
- 2+ years' experience with domestic and international freight preferred
- Associate's Degree or Bachelor's Degree, preferred
- Fluency in English
- Professional fluency in Microsoft Office Suite
- Availability to travel (Domestic as well as International), driver's license required

We offer an interesting position with a variety of responsibilities as described above. This full-time position is located at Asyri US Inc. (Minneapolis, MN). You will have the chance to join a dynamic team and actively contribute to the international growth of an inclusive, synergetic, and thriving company.

Begin: immediately or upon agreement.

If you are interested in this challenging role, please send your complete resume through LinkedIn : <https://www.linkedin.com/jobs/view/3855491234/>