

The renowned Swiss market leader with several production sites in Europe develops, produces, and distributes state of the art products made of Fiber Cement. The Swisspearl® brand enjoys a high reputation among leading architects around the globe, standing for innovative solutions, great service, and high customer value for high profile buildings.

The Administration/Customer service part of our business in the United States and Canada is seeking a highly motivated and self-driven US citizen or Green Card Holder who is ready to ensure an organized office, outstanding service to clients, assistance to current and new employees, and close collaboration to our Swisspearl® HQ in Switzerland.

In your function as

### **Administrative/Customer Service Representative**

You will be part of our export team and will report directly to our Country Manager, North America. The job holder will work from a new office in the Warrenton, MO, area, home office set up for certain days can be arranged.

Eternit (Schweiz) AG  
CH-8867 Niederurnen  
+41 55 617 11 11

info@swisspearl.com  
www.swisspearl.com

Member of the  
Swisspearl Group

#### **Your major tasks**

- Coordinate and responds to sales leads from different sources, Email, Phone, Online, etc...
- Manage samples, information requests from distributors, architects, etc...
- Assist Country Manager, Technical Manager, and Sales Reps. with multiple office duties
- Manage tradeshow schedules and setups, direct communication with the organizers
- Collaborate closely with HQ in Switzerland
- General clerical and administrative duties including but not limited to: data entry, invoice processing, travel and entertainment reports, file-management, updating contacts, etc...
- Assist distributors with project search and analytics
- Assist Country Manager with new projects such as (key accounts, international jobs, etc...)

#### **Your profile**

- Ability to handle multiple tasks simultaneously in a fast paced environment
- Strong verbal and written communication skills
- German would be a plus
- Self-starter, hands-on personality with drive to multitask and serve our clients' needs
- Open minded, friendly personality, fun to work with
- Excellent coaching and negotiation skills, natural authority
- Minimum 2 years office, sale, marketing, customer service experience, preferably within construction/material industry
- Intermediate level of proficiency with Microsoft Excel, Word, PowerPoint, Outlook
- Valid Driver's Licence
- Date of entry: ASAP

**Our offer**

A great opportunity for an open minded persona, providing a high level of responsibility and independence. A success driven and team oriented business environment, as well as attractive employment conditions are completing our offer.

Please send your complete documentation to [harry.harisberger@swisspearl.com](mailto:harry.harisberger@swisspearl.com)

Tel +1 636-698-5505 . [www.swisspearl.com](http://www.swisspearl.com)

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