

**DRIVING  
THE  
FUTURE**

MAKE YOUR NEXT  
MOVE WITH US

**SEW  
EURODRIVE**

SEW EURODRIVE is a global player that keeps things moving with pioneering technologies and tailored solutions in the fields of drive and automation technology. We owe our success worldwide and across many industries to over 22,000 employees in 56 countries.

## Help us shape the future. Our location in Riyadh, Kingdom of Saudi Arabia is looking for an **Internal Sales Support – Order Processing (Saudi National only)**

As a member of SEW-EURODRIVE, you will benefit from excellent career prospects in an exciting technological growth industry. Work independently to provide our customers with optimal solutions and continue developing your skills.

### Your tasks

- Process and maintain customer orders in the system.
- Ensure emergency orders are handled in a timely manner.
- Ensure accuracy and completeness of all order details including shipping instructions.
- Manage customer portals and respond to order related inquiries.
- Review Order Acknowledgments received from the supplier.
- Issue Proforma Invoice and coordinate follow-ups on payments or order changes.
- Track delivery dates and manage customer communication regarding delivery schedules and changes.
- Collaborate and coordinate with multicultural and cross-functional teams to ensure smooth order execution.

### Other responsibilities:

- Internal reporting – Order status
- Support the internal sales team with tasks such as vendor registration, collection of receivables and statutory.

### What we offer

- Flexibility to make a difference
- Wide range of benefits
- Personalized training
- Customer relationships

### Sounds interesting?

Apply today and send your application to [mycareer@sew-eurodrive.ae](mailto:mycareer@sew-eurodrive.ae)

### Your qualifications

- Fresh College Graduate or up to 2 years of experience in sales support within an Industrial Company selling similar products.
- Bachelor's degree in any discipline
- Fluency in both English and Arabic
- Flexible and adaptable approach to work
- Strong communication skills
- Ability to take Initiative
- Strong team player
- Result oriented
- Good knowledge of Microsoft Office tools (Outlook, Excel, Word)

### Do you have any other questions?

Just call +971 4 808 6500 or Email us [mycareer@sew-eurodrive.ae](mailto:mycareer@sew-eurodrive.ae) for further information.