

"You are not just a cog in the machine here.  
**What one does actually has an impact.**  
And you can feel that."

# MAKE IT WORK FAIR



## Sales Administrator

### These are your tasks:

- Manage customer orders end to end, including order analysis, SAP order entry, pricing compliance, configuration accuracy, and processing RMAs and credits, while coordinating with SCM and Production to monitor deliveries and inventory.
- Deliver high-quality customer service across the US and Canadian regions by managing the order book, responding to inquiries via phone and email, and providing information on lead times, pricing, and product specifications.
- Act as a key customer interface, maintaining open-order summaries, communicating regularly on order status and production, and participating in weekly and monthly customer review meetings.
- Maintain and manage systems and master data, including customer setup (bill-to/ship-to), material number creation, and opportunity management in SAP and Salesforce.
- Support reporting and planning activities, contributing to rolling sales forecasts, S&OP processes, and weekly/monthly reports, while assisting with main phone line coverage as needed.

### Who we are looking for:

- Strong attention to detail, excellent organizational skills, and the ability to manage a fast-paced workload with effective time management and prioritization.
- Customer-focused mindset with a strong commitment to service quality, adaptability, and responsiveness to changing needs.
- Solid analytical thinking and problem-solving skills, with the ability to exercise sound judgment.
- High level of technological aptitude and comfort working with business systems and digital tools.
- Proficiency in SAP, Salesforce, and the Microsoft Office Suite, particularly Excel and PowerPoint.

**Work location:** Lisle, IL

**Job Level:** Professional

**Working mode:** On-site

**Working time:** Full time

**Employment contract:** permanent

**Division:** Diehl Metering

**Start:** as soon as possible

As an established company, we aim to achieve solid and lasting growth. You will enter into a diverse corporate world, which gives you the room to develop your own ideas and solutions, of which both you and we are proud. We offer an excellent benefit package, flexible working hours, tools for professional and personal development and the opportunity to be part of a growing subsidiary within an international company. Diehl Metering is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The expected base salary for this role ranges from \$60,000 to \$65,000 annually. Final compensation will be based on experience, qualifications, and other job-related factors in accordance with applicable laws. This range reflects the anticipated pay for this position at the current time.

## These are your potential benefits

-  Professional and personal development
-  Onboarding program
-  Family-owned company
-  Company pension
-  Extra vacation days

## Achieve what matters, with Diehl.



Diehl Metering LLC  
Katharina Schließer  
2200 Western Court, Suite 110  
Lisle, IL 60532  
+33 6 19 08 30 53

**DIEHL**  
Metering