

**EAS Batteries GmbH** is a manufacturer of large format cylindrical lithium-ion cells and battery systems, which are used in industrial, aviation, marine and automotive sectors. Thanks to the flexibility of the production line, EAS can adapt its products to special customer requirements and is the ideal partner for customized cells and battery systems for demanding requirements as well as for cell and battery development projects.

**In order to strengthen our team, we are looking for a  
Back office sales employee with a focus on funding projects  
Place of work: Nordhausen / Thuringia**

### Your responsibility

- Funding projects (offer, order, and invoice processing)
- Management of funding documents, funding applications, and project accounting
- Maintenance of customer data in CRM systems, document management, and reporting
- Creation of sales reports, key figure evaluations, and forecasts specifically related to funding
- Coordinating appointments, preparing meetings and customer visits, and consortium meetings
- Coordinating with funding agencies, project partners, and internal departments (finance, controlling, legal)
- Supporting the preparation of events, webinars, and trade fairs on funding programs
- Actively supporting the sales team and sales management

### Your profile

- Completed commercial training or comparable degree; professional experience in back office, sales, or marketing is an advantage
- Technical understanding
- Sound knowledge of MS Office (Excel, PowerPoint); experience with CRM systems (e.g., Salesforce) is desirable
- Structured, careful working style, organizational skills, adherence to deadlines
- Strong communication skills, ability to work in a team
- Very good written and spoken German and English skills
- Interest in support programs and subsidies; service-oriented and proactive

### We offer

- Challenging tasks in a dynamic environment
- A collegial working environment in an innovative technology company
- Flexible working hours
- Individual training and development opportunities
- Performance-based remuneration
- 30 days of vacation
- Capital-forming benefits

Would you like to join us in advancing the realization of innovative energy storage systems?

Then we look forward to receiving your detailed application documents by mail or email (please compile all documents into a single PDF file and attach it to your email) to:

Contact: Mrs. Anke Schmidt | [jobs@eas-batteries.com](mailto:jobs@eas-batteries.com) | +49 3631 46 703-213  
EAS Batteries GmbH | Human Resources | Lokomotivenstr. 21 | 99734 Nordhausen/Germany

\* This advertisement is aimed at people of all ages, sexual orientations, beliefs, nationalities and origins, whether disabled or not, in accordance with the General Equal Treatment Act.