



Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for a broad range of markets and applications such as apparel, automotive, building interiors, building materials, healthcare, energy, filter media, shoe and leather goods as well as specialties. The Business Group generated sales of 890 million euros in 2019. Today, Freudenberg Performance Materials has 35 production sites around the world in 15 countries and has some 5,500 employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success.

The company is a Business Group of Freudenberg. Last year, the Freudenberg Group employed more than forty-nine thousand people in some 60 countries worldwide and generated sales of more than 9 billion euros.

Portal Administrator (m/f/d)

Responsibilities:

- Responsible for the user administration process tasks of our customer portal and linked applications and services, e.g. online shop or Instant Service
- Manage the incoming registrations and handle them according to processes, e.g. create tickets for customers, assign roles in the backend systems, clarifications with responsible sales reps, link accounts from S/4 as well as uploading price list to the online shop and S/4
- Provide support with product related online shop back office tasks, like uploading lead times, uploading and maintenance of product
- Provide support with uploading and maintaining customer data in SAP AIN

Our expectations:

- Graduated in the field of economics or IT
- Ability of working autonomous in defined processes and with a high degree of personal initiative
- Ability to analyze and promote further process improvements
- Experience in handling sales related tasks of SAP S/4 ERP, is an advantage
- Experience in online shop or customer portal backends (especially in a SAP environment) would be an advantage
- Experience in SAP AIN would be an advantage
- Strong communication skills in English and German for intercompany and customer communication
- Passion for digitalization

If you like to make a difference and if you would like to be a part of a growing, successful company, then this is the moment to join Freudenberg and become part of a great team!