



**Breaking new ground.  
Developing intelligent  
solutions.**

Together we are creating  
the measurement & testing  
technology of the future.

Gantner Instruments is a leader in industrial metrology with offices in Austria, Germany, France, Sweden, the USA, Singapore, Hong Kong, China, and India.

To strengthen our team in Schruns, Austria, we are looking for a team member for...

## Administration & Order Processing

Full-time/Part-time (m/w/x)

At Gantner Instruments, we capture high-speed data from a wide range of sensors and with the highest quality. This data needs to be stored, processed, and visualized – in real time.

Does the thought of diverse tasks in order processing, coordinating customer inquiries, and supporting the team with various administrative duties excite you? Do you thrive in an environment with team spirit and want to make an impact? If your expertise shows either working in a team setting or on your own, then you are the perfect fit for Gantner Instruments.

### What we are looking for:

- Completed commercial education
- Strong organizational skills with a precise working approach
- Commitment and flexibility
- Proactive mindset and sense of responsibility
- Solid MS Office skills
- Excellent German and English language skills
- Strong teamwork and communication skills
- Friendly and professional demeanor, both in-person and over the phone
- Accounting knowledge is an advantage

### What we are offering:

- An intensive and thorough onboarding
- Independence & personal responsibility
- Cutting-edge technologies and work methods
- Fair, performance-based compensation
- Flat hierarchies, short decision-making processes
- A diverse and dynamic customer base
- Responsibility in a growing company

### Your Application

Are you ready to apply your creativity and technical knowledge to a new challenging role? We look forward to receiving your application! Please visit our career portal at [gantner-instruments.com/jobs](https://gantner-instruments.com/jobs) to submit your documents.

Join us in developing intelligent industrial metrology solutions and in shaping the future of measurement technology!