

Sales & Order Processing Specialist (Parts & Project Sales)



Rock Hill, South Carolina

Join a Growing Global Leader in Automation!

STIWA is an innovative and fast-growing company based in Rock Hill, SC, and part of the international STIWA Group. We specialize in high-performance automation and manufacturing solutions and we're looking for a motivated and detail-oriented Sales & Order Processing Specialist (also known as a Sales Coordinator) to join our expanding U.S. team.

In this hybrid sales operations and customer service role, you'll play a key part in supporting both parts sales and commercial project sales. Your ability to manage data, communicate effectively with customers, and process orders with accuracy will directly contribute to a smooth and successful customer experience.

This is an ideal opportunity for someone who enjoys working across departments, thrives in a fast-paced technical environment, and wants to grow with a company that values teamwork and initiative.



Join Our Growing Team in Rock Hill, SC!

STIWA Group is a global leader in high-performance automation, with core expertise in Automation, Automotive Supplier Production, and Software. As a family-owned company with over 2,200 employees worldwide, we combine innovation with a strong team culture. Our U.S. subsidiary in Rock Hill, SC is growing—and we're looking for motivated individuals to grow with us.

» Your Duties

Parts Sales & Customer Support

- Prepare quotes and review customer contracts
- Accurately process orders and generate order confirmations
- Manage invoicing
- Coordinate lead times and inventory with suppliers
- Provide excellent B2B customer support: pricing, availability, and order updates
- Troubleshoot and resolve order-related issues
- Maintain and update sales data

Commercial Project Sales Support

- Process sales orders and issue confirmations
- Prepare OR process complex contract invoices
- Collaborate with Project Managers to maintain timelines
- Create and manage project folders, cost centers, and billing records
- Work cross-functionally with Finance and Controlling for reporting and compliance
- Track revenue for projects



Ready for the next step?

To apply, please send your resume, including certifications to:

jobs.us@stiwa.com



» Your Profile

- High school diploma required; Associate's or Bachelor's degree preferred
- 2+ years of experience in sales support, order processing, customer service, or administrative coordination
- Strong written and verbal communication skills
- Highly organized with sharp attention to detail
- Proficiency in Microsoft Office (especially Excel and Outlook)
- Self-starter with the ability to manage time independently
- Strong interpersonal skills and a collaborative work style

Preferred Qualifications:

- Experience in manufacturing, technical sales, or B2B environments
- Familiarity with sales workflows, contracts, and invoicing processes
- Foreign language skills (especially German or Spanish) are a plus
- Experience using ERP platforms (e.g., SAP, Microsoft Dynamics, Oracle)



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» Our Offer

- We offer competitive pay and an exciting and versatile job opportunity while working in a motivated international team in a family-owned industrial business incl. thorough training.
- Ample benefits (Health insurance package) after 2-month probation period.
- Paid vacation
- Room for career development and skill expansion
- Gain exposure to automation, advanced manufacturing, and project-based sales operations
- Salary Range: \$60,000 – \$70,000
- This position is fully onsite in Rock Hill, SC, Monday - Friday.



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