



Backoffice assistant / Inside sales

Are you ready to be the go-to person in a dynamic and fast-paced environment? Do you thrive on variety, enjoy coordinating with colleagues, and have a knack for technical solutions? If so, we'd love to hear from you!

About the Role

At Caltech, we are seeking a proactive and service-minded Back Office/Inside Sales Specialist to join our team. You will play a key role in ensuring smooth operations across our departments and delivering excellent service to our customers.

Key Responsibilities

- Act as the central point of coordination for internal teams, ensuring seamless communication and collaboration.
- Prepare and follow up on quotations and proposals.
- Oversee and track deliveries to meet deadlines and customer expectations.
- Plan and organize service tasks in close collaboration with customers and suppliers.
- Participate in customer visits and occasional travel as needed.
- Support colleagues in day-to-day operations, becoming the "Swiss Army knife" of our office.

What We're Looking For

- A solid technical understanding and the ability to learn about our products and services quickly.
- Flexibility to handle multiple tasks and adapt to a variety of challenges – not two days are alike!
- A customer-focused mindset with excellent communication skills.
- Strong organizational skills and an ability to juggle priorities effectively.
- Willingness to travel occasionally to meet with customers.



- It would be an advantage if you also have experience with WordPress and basic marketing tasks.

About Us

Caltech is a Swedish-owned company with offices in Stockholm, Nässjö, and Horsens.

Our core mission is to deliver top-quality solutions to our customers while fostering an open, supportive, and innovative workplace. We are a small company, which means we handle a wide variety of tasks and support each other wherever needed – even if it's not explicitly outlined in your employment contract.

Your physical location can be in **Horsens, Nässjö, or Stockholm** – what matters most is finding the right person for the role.

If you are an applicant from Sweden, it is a requirement that you are fluent in Swedish and have technical proficiency in English. Proficiency in other Nordic languages is considered an advantage.

If you are an applicant from Denmark, it is a requirement that you are fluent in Danish, both spoken and written, and have technical proficiency in English. Proficiency in other Nordic languages is considered an advantage.

What We Offer

- A diverse and dynamic role with opportunities to make a real impact.
- A supportive and collaborative team environment.
- Room for personal and professional growth.

If you are excited by the opportunity to take on this varied and rewarding position, we'd love to hear from you. Join us and be part of a team where your skills and initiative are truly valued.

How to Apply

Send your application and CV to Mats Svensson mail mats.svensson@caltech.se as soon as possible. We will close the job posting as soon as we have found the right candidate.

We look forward to welcoming you to the Caltech team!