



In a world full of challenges,
I am the solution.

With a market share of around 80 %, Volume Graphics holds a leading position in the industrial CT software industry, as recognized by the global business consulting firm Frost & Sullivan with the “2018 Global Industrial CT Software Market Leadership Award”. Global customers, e.g., from the automotive, aerospace, and electronic industry use Volume Graphics software when it comes to quality assurance in product development and production.

Volume Graphics offers an innovative work environment in a rapidly growing company with an open corporate culture, room for creativity, and flat hierarchies. We are proud to offer all employees competitive remuneration.



Administrative Manager VG Academy (m/f/d) for our subsidiary in Charlotte, NC.

Your Tasks

Provide varied and complex administrative support for our VG Academy team and perform general office and front desk duties in line with corporate policies and procedures, including:

- > Organizing and executing full back-office support for VG Academy
- > Serving as main point of contact for VG Academy customers, both in person and via e-mail or phone
- > Recommending suitable training measures to customers based on their needs and prior experience
- > Providing logistical support of the courses, including welcoming participants, arranging coffee and lunch breaks etc.
- > Providing professional responses to customer enquiries via e-mail and phone regarding our products and order processing
- > Making travel arrangements and maintaining team calendars
- > Database management, preparation of reports and statistics
- > Acting as a positive, reliable team player by accomplishing related tasks as needed, including various company errands
- > Serving as a liaison between the Charlotte office and company headquarters in Heidelberg, Germany
- > Performing other tasks as assigned

Volume Graphics offers an innovative work environment in a rapidly growing company with an open corporate culture, room for creativity, and flat hierarchies. We are proud to offer all employees competitive remuneration and a modern workplace at an attractive location.

We are an equal opportunity employer. At Volume Graphics, we are committed to treating all applicants and associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, religion, or any other legally protected characteristics.

Please send your complete application including your salary expectations and earliest starting date as a PDF file to Ms. Caroline Mark at jobs@volumegraphics.com

Your Profile

- > Bachelor degree or an equivalent combination of education, training, and experience with a minimum of 5 years' experience in an administrative role with a strong focus on customer service; previous experience in technical support, customer service or a related field are a plus
- > Hands-on personality that takes initiative and has excellent multitasking skills, enabling you to handle sudden changes, deadlines, and interruptions effectively and professionally
- > Proven ability to exhibit courteous telephone etiquette, patience, and professionalism
- > Proficiency in Microsoft Office, CRM experience is welcome
- > Capability to work independently and accurately with minimal supervision and function as a dependable member of our team
- > Enthusiastic work ethic and very eager to learn new responsibilities
- > Strong organizational, interpersonal, and communication skills (verbal and written)
- > Strong analytical and problem solving skills

