



JOB ADVERTISEMENT

24. November 2017

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We are a trading company in Berlin. Our team consists of 7 persons from 5 different nationalities.
We are a cohesive, friendly and open minded team.
We are specialized in food with an international trade turnover of 15 Mio EUR yearly.
Our office is located in the hearth of Berlin.

AT THIS MOMENT WE ARE LOOKING FOR A SALES ADMINISTRATOR:

Your profile:

You should talk English and French, Spanish would be also appreciated.
Good knowledge of MS Office Suite (Word, Excel and Outlook).
Good communication skills.
We are open to all kind of profile. What we really value is your motivation.

Your tasks would consist in:

Negotiating and ordering of transport.
Reporting and adjusting all logistic information between our sales team and our suppliers.
Management and creation of invoices (Sales, transport, etc).
Keeping our data bases up to date with all relevant information.

You would be helped and supervised from our administrative manager.
It is very likely that you develop and extend yourself at a mid-term to become a sales manager.

Please send us your application by e-mail or give us a call.

Thank you very much.

Looking forward to meeting you!

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