

For the commercial department of our client, an international production company, we are recruiting candidates, for the following position:

Assistant for commercial department

with Flemish

location: Kraków

Nr ref:

FL/01/2014 (Flemish)

Responsibilities:

- *internal and external communication based on clients requirements , sales department supervisors and/or management*
- *manage and organise the order process and input data in SAP system*
- *schedule and organise supplies in cooperation with companies according to customer orders and internal procedures*
- *control the invoicing of clients, confirm orders, prepare credit notes, create reports concerning discrepancies in quantities and price*
- *prepare price lists and compare them with company databases*
- *input and manage client data in SAP/ CRM systems and company sales system*
- *forward confidential information to clients necessary for implementation of projects*
- *actively cooperate with Sales and Logistics departments in their whole range of activities*

Expectations:

- *excellent knowledge of Flemish language*
- *fluency in English*
- *knowledge of SAP system would be an advantage*
- *good people skills and ease of communication*
- *ability to build good relationships with clients*
- *experience in customer service and /or sales would be an advantage*
- *good organisational skills and ability to work independently*

we offer:

- *stable employment based on work contract*
- *friendly work environment*

- *development of sales and customer service competencies in an international corporation;*
- *internal training and sales coaching*

If interested please send application to:

renata.ludziejewska@hrinspirations.pl

or via the website below:

<http://hrinspirations.pl/pl/2013-11-04-22-22-12/aplikuj.html>

Please do not forget to include in your application documents the following clause: In accordance with the Act on Personal Data Protection of 29 August 1997 consolidated text: Dz. U. 1997, No. 133, pos. 883 as amended,

I hereby agree for my personal data to be processed by HR Inspirations in line with the current and future recruitment processes and provided to potential employers. At the same time I acknowledge that I am aware of the right to update, add, as well as delete data from the database and the ability to access submitted documents. I provide my personal data voluntarily.

I hereby authorise the HR Inspirations to process the attached personal information strictly for the purposes of job recruitment pursuant to the Personal Data Protection Act of 29 August 1997 (Journal of Laws (Dz.U) No. 133, item 883).