

SALES COORDINATOR

WITH ENGLISH, ITALIAN, FRENCH OR GERMAN

RESPONSIBILITIES

- Prepare quotations, orders, ensuring correct part numbers and pricing
- Verify accuracy prior to order entry
- Progress chase outstanding sales orders via purchasing, manufacturing and warehouse
- Liaise with Manufacturing / Finance / Shipping / Stores regarding orders and enquiries
- Organize debit / credit notes due to price changes, sales returns, etc.
- Ensure that administrative procedures meet Company and customer standards
- Liaise with other functions/facilities within the Company, customers and suppliers as required

REQUIREMENTS

- Communicative English + another language such as Italian, French or German
- Excellent communication skills
- PC literacy (MS Office)
- SAP/Salesforce or other CRM system experience is an advantage
- Team player, proactive, pragmatic approach

APPLY DIRECTLY ON OUR WEB
SIDE: WWW.GDBRNO.COM

OR SEND YOUR CV TO:
MARTINA.TRNOVCOVA@IRCO.COM
PETRA.BURVALOVA@IRCO.COM

BENEFITS

- Annual bonuses
- Equity grant (company shares)
- Meal vouchers
- Leisure (Flexi pass/MultiSport Card)
- 5 weeks of holiday, sick days, volunteering day
- Birthday leave (day off),
- Flexible working hours
- Possibility of Home Office
- Contribution to education
- ACCA courses
- Contribution to pension and life insurance
- Modern working environment
- Refreshment at the workplace

