



Peopleatwork-hellas is the companies' effective partner in recruiting and employees' development, the human resources boutique-agency which can focus effectively and professionally on the needs of both companies and candidates.

Our client is a commercial company in the food sector, looking for a dynamic and suitable candidate to hire in its headquarters for the effective operation of the exports department, based in **Sindos** Industrial Area.

EXPORTS administrator

(code EXP-19)

The Role: The effective support of the exports department

Qualifications:

- Degree in Business Administration, Marketing or International Trade
- A minimum of 2 years experience in commercial support or logistics duties, preferably focusing on foreign markets: customer service, daily exports routine (supplies, customer balance sheets, logistics, participation in trade fairs, files-keeping, etc)
- Excellent use of MS OFFICE (word, excel, internet) and CRM
- Excellent command in English. Good command of a 2nd foreign language, preferably French, Turkish or Arabic
- Effective communications skills, a team player willing to take initiative and focus on results
- Capable of participating in business trips
- Flexible working hours
- Focusing on customer service
- Holder of a driving license

All candidates meeting the position requirements are asked to submit their cv, stating the position code in careers@peopleatwork-hellas.gr

We inform all candidates that during the procedure of cv submission and candidates' evaluation, they will be asked to provide their consent for their personal data to be processed and forwarded to the company in question.

For further information you may visit our website

www.peopleatwork-hellas.gr

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All candidacies receive an answer
and are treated with confidentiality and professionalism.