



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, with a big volume of exports, which is interested to locate a dynamic and well promising candidate to add in its exports team, based in **Sindos** Industrial Area, Thessaloniki.

EXPORTS BACK OFFICE

(code EXPR-23)

The Role: Contribution in the effective support of the exports department

Qualifications:

- Degree in Business Administration, Marketing or International Trade
- **MINIMUM of 2 years experience** in commercial support or logistics duties, preferably focusing on foreign markets: customer service, daily exports routine (supplies, orders, 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** and Greek. Good command of a 2nd foreign language (French) will be an asset.
- Effective communications skills, a team player willing to take initiative and focus on results
- A useful colleague within a dynamic environment of continuous problem-solving and stressful issues
- Flexible working hours
- Focusing on customer service
- Preferably a driving license holder and a car owner

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