



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, aiming to hire a dynamic and suitable candidate in its headquarters for its effective operation, based in **Sindos** Industrial Area.

COMMERCIAL SUPPORT OFFICER

(code YEY-18)

The Role: The effective support of the commercial department

Qualifications:

- Degree in Business Administration, Marketing or Accounting
- A minimum of 2 years experience in commercial support and administration duties, such as: reception, call center operator, customer service, daily accounting routine (invoices, stock monitoring, customer balance sheets, data entry, files-keeping, etc)
- Excellent use of MS OFFICE (word, excel, internet), good command of commercial/accounting software (preferably KEFALAIIO 4)
- Knowledge of design software Corel-Photoshop will be an extra asset
- Excellent command of 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
- Self-reliant in transportation to/from work
- Focusing on customer service

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.