



**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.

### **EXPORTS ASSISTANT**

(code YEX-18)

**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 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)
- Excellent command in English. Good command of a 2<sup>nd</sup> 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

All candidates meeting the position requirements are asked to submit their cv, stating the position code in [careers@peopleatwork-hellas.gr](mailto: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](http://www.peopleatwork-hellas.gr)

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