



Eurogate Logistics, one of the leading logistics provider on European market due to its continuous growth is looking for a

Sales Department Assistant

Duties:

- full time job (or part time) - work in Sales Department - Warsaw Branch
- supporting Commercial Department in daily duties: administration and sales
- telemarketing sales actions
- offer preparations for all kinds of road transportation
- contact with customers
- commercial correspondence
- work in Excel, Outlook, Power Point
- cooperation with Operations Departments
- reporting to Commercial Director

Expected candidate profile:

- hard-working, responsible, reliable, well organized
- very good English
- IT friendly – practical knowledge of Excel
- experience/interest in logistics or sales - is a huge advantage
- goal oriented, determined in action, persistent
- enthusiastic, communicative, interpersonal skills
- full professionalism
- preferred students on IV-V years or extramural students

We offer:

- work in very strong organization with stable market share
- international environment - daily contact with English language
- wide training in operations and sales
- personal development guaranteed due to variety of tasks
- coaching in all activities
- friendly and non-corporate atmosphere

If you are interested please send your CV (in English) on

sylwia.partyka@eurogate.pl