

CCF BALTIJA is wholesale and distribution company working with well known FMCG products as Nescafe, Pringles, LIPTON, Pampers, Nerds, Mars, Nutella, and many more, acting on Pan Baltic level, we sell to big and small chains as Rimi, Maxima, Drogas, Stockman and many more. Big part of our business is international sales around the world to specified niche markets (Africa, Middle East). We are looking for

Commercial Assistant Export

WHO WE LOOK FOR! You need to think as entrepreneur and be commercial minded! You are not afraid to work hard, and sometimes under pressure. You need to be free in English, Latvian, Russian, English is a must in both writing and communication.

DAY-TO-DAY TASKS

- Develop and maintain existing customers through traditional communication (emails / telephones)
- You should support our managers with daily to daily tasks and assignments, such as create an offer in XLS, fill the data in the system
- Prepare the invoice in system, communicate with warehouse when order is prepared, plan or order the transport, communicate smooth delivery and dispatch
- Make sure all the documents are in line with our standards and located in correct place, and many many more.

You should understand the spirit of our operation and become part of it!

We trust our employees to make the right decisions - this position requires you to be able to work under deadlines and time pressure, handle multiple tasks simultaneously. We are looking for someone with strong sense of self-management and self-motivation for success.

WHAT WE OFFER

- + Friendly and professional team, international work environment;
- + Work in a stable company with high ethical and business standards;
- + Business trips to new locations
- + Health insurance after the probationary period (1 year);
- + Challenging sales and customer support goals
- + Perfect location in Center of Purvciems, easy to come

PLEASE, SEND YOUR CV + MOTIVATION LETTER TO
IGOR@CCFBALTIJA.COM

More information <https://www.facebook.com/baltijaccf/>
www.E-CCF.LV / WWW.CCFBALTIJA.COM