**Commercial (Sales) Department Administrator**

Our client, a well-established multinational company wishes to employ an ambitious Commercial and Sales Support Administrator for Middle East & Africa based in Athens, Greece.

**Main Accountabilities**

* Efficiently enter and manage all company orders to relevant factories
* Liaise daily with procurement & planning for order status ensuring delivery commitment
* Handling of cancellations or changes in sales orders and communicating such changes effectively and timely to all related departments
* Co-ordination of shipments with all customers
* Logistics co-ordination with forwarders
* Provide sales assistance to Area Sales Managers by producing reports, memos, letters, spreadsheets and general administration
* Import/Export co-ordination

**Job Requirements:**

- Perfect command of English language, while German language also, will be an extra asset

- Excellent Computer literacy

- A bachelors degree in Economics or Engineering or any other Commercial specialty

- Excellent communication skills

- A real problem solver with enthusiastic approach to meet clients’ needs

- An ambitious person

**The company offers:**

* Extensive training in a multi-national working environment
* International career prospect in Greece or abroad
* Competitive remuneration

To apply: Please send resumes in Microsoft Word format at info@hrstrategy.gr ([www.hrstrategy.gr](http://www.hrstrategy.gr)) mentioning job title