

Job Opening – Commercial Assistant

Main Activities

- Management of client and partner expectations and satisfaction
- Budget planning, forecasting and execution – together with managers
- Service performance reviews and reporting
- Business development
- Contracts review and renewal
- Process tailoring and facilitation
- Keep track of the orders received from sales representative/ customers/ business partners, centralize them and manage them
- Strategic initiatives development and implementation
- Attend and represent our company at business events, national and international fairs, business meetings
- Drafting and preparint documentation prior meetings
- Records and reports drown up after meetings, including follow up
- Drafting commercial documents
- Tracking progress and completion of contracts and projects

Experience and abilities required

- Experience of working with several projects in parallel
- Strong people management and development skills
- Budget planning and execution - optional
- Experience with various IT/business applications (ERP, DMS, CRM, Google/Outlook calendar, Microsoft Office)
- Customer relations management
- Excellent presentation skills
- English - upper intermediateş any other foreign language would be a plus
- Ability to work under pressure
- Ease of verbal and written expression
- Seriousness, responsibility, desire to have a stable job, sense of work well done
- Driver's license
- University degree

Nice to have:

- Business development experience/IT sales
- Contracts and agreements preparation and negotiation
- Business Analysis skills



We would like you most if you are:

- Able to create and maintain good collegial work relationships
- Have a positive attitude
- Have flexible thinking
- Able to solve problems effectively
- Active, dynamic and resistant
- You have a strong desire to develop your career plan and to succeed in the most dynamic industry – IT&C
- You do speak any other international language (German, French, Spanish)

BENEFITS

- Fixed motivating salary
- Meal Vouchers
- Bonuses as work commitment
- Private medical subscription
- Nice working environment
- The opportunity to develop a career within a company in continuous national and international development and with solid experience in the IT&C market in Romania
- Other benefits will be communicated at interviews