



**SIGMA
ROMANIA**

Sales Support Officer

Sigma CVM is a newly established Romanian Agricultural Machines and Equipment company and belongs to the Saracakis Group of Companies, based in Greece.

Established 100 years ago, Saracakis is the sole official Importer and distributor of major international manufacturers of automobiles, motorcycles, trucks, buses, construction equipment, forklift trucks, marine and industrial engines, general purpose engines, generators, tires, spare parts and accessories in Greece. It has been representing for several decades major multinational brands such as AB Volvo (since 1950), Honda Motor Co. Ltd (since 1959), Mitsubishi Motors Corporation (since 1963), Komatsu Ltd. (since 1965).

Responsibilities:

- Issuing the commercial documents related to the sales transaction: commercial contracts, addenda, proformas, invoices
- Offering support to the Sales Team by issuing all type of documents to be send to clients, as: internal notes, account card, clearing arrangements
- Follow up on signing all the commercial documents and cashing in the invoices related to them, allocation of the amounts accordingly
- Prepare reports, statements upon the request of their hierarchical superiors
- Collaborates closely with the company's departments to complete the sales process
- Filling-in and archive the original of commercial documents

Requirements:

- Bachelor Degree
- Relevant working experience in departments like sales/customer service for 1 to 3 years
- Attention to details with strong analytical & numerical skills
- Very good communication skills
- Ability to work under pressure and deliver promises under tight timelines
- Ability to collaborate with many people simultaneously
- Customer oriented and understanding of customer requirements
- Effective organizational skills and time management
- Basic financial/accounting knowledge
- IT proficiency (ERP, MS Office package, etc)
- Good English knowledge (verbal as well as writing)

We offer:

- Professional and Personal development environment
- Motivating and Competitive employment package
- Meal tickets
- Medical & Life insurance
- 21 Vacation days