

Sales Support Officer Internship

Job Description: Provide administrative support of the Sales Department activities.

Opportunity for flexible working time and accumulation of experience at the studied economic specialty. The best candidate will be offered a full-time position after successful completion of the internship.

Main responsibilities

1. Establish and maintain contacts with the portfolio of the clients.
2. Arrange meetings with clients.
3. Maintain and administrate the database content and information for the company's customers.
4. Prepare presentations and presentation papers for meeting with clients.
5. Prepare contracts.
6. Prepare regular reports and activities completed
7. Kept confidential official information and personal data, which he has become aware of in connection with the activities performed.
8. Maintain the archive with original client's contracts.
9. Require a turnover declaration from the clients on a monthly basis and keep in touch with timely invoice payments.
10. Support the manager responsible for invoices.
11. Perform other duties assigned by the head of the sales Department and/or Country Manager.

Responsibilities:

1. Responsible for the accuracy of the prepared documents and presentations.
2. Responsible for the actuality of the maintained database content and information for the company's customers.
3. Responsible for the timelines of the assigned work.
4. Responsible for the good working order of the entrusted office technics and materials.

Arrangement connections and relations:

1. The position is directly reporting to the Team Leader account management.
2. There are no directly reporting positions.
3. Functional connection and relations – in this position there are established connections and relations in Sales Department, close and cooperated work with the Marketing Manager and Finance Department
4. Establish contacts with the client's and company's representatives

Necessary competence for the position's duties:

1. To be familiar with the normative papers in professional trade.
2. To have general economical and marketing knowledge.
3. To be familiar with the company's trading policy.

Requirements for the position:

1. Education: - Specialty – Economic specialty: International Economic Relations, Business Administration, Finance and or Management, or relative. Degree – 3rd or 4th year in University
2. Professional experience – preferable at least one year experience in the specialty
3. Other competences - Computer skills - Excellent MS Office skills - Fluent English
4. Personal requirements
 - Ability to work in dynamic environment
 - Trading skills and experience
 - Excellent communicative and presentation skills
 - Ability to make swift and adequate decisions in stressful situations

Please, send your CV and cover letter in English to mihaela.yuzirova@coface.com.

Note: Only short-listed candidates will be contacted All applications will be treated in strict confidentiality.

Deadline: **15.06.2017**