

# Turkey Jobs Expertini®

## Sales Assistant – OCEA

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Company: lesaffre

Location: Istanbul

Category: other-general

Job area Sales Category Baking Location İstanbul, Türkiye Contract type Permanent Contract

Experience 1 to 3 years

Job description

Providing support in preparation of documents for the budget, monitoring prices (consolidation, analysis)

Additional support with controlling of accounts receivable management + control of payments, urging of overdue invoices for selected customers

Keeping and updating price lists

Organizing and monitoring the regular meetings of sales team,

Supporting the organization of external sales customer events,

Coordinating, preparing and provisioning corporate events for customers in cooperation with marketing,

Supporting in translation some documents, presentations to Russian/English/ Turkish if needed,

Contributing to the preparation of the market share report ( Market intelligence, collecting data)

Managing, updating, and archiving store document folders

Organizing Baking Center activities in Central Asia.

#### Qualifications

Bachelor's Degree from related departments of universities,

Minimum experience of 2 years in a similar position,

Advanced level of MS Office applications,

Strong communication and interpersonal skills,

Proactive, customer and goal oriented,

Advanced level of Russian is a must, good level of English, also Turkish is a plus.

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