

Being reputable representatives of chemical manufacturers world-wide, the import and distribution of selected chemical materials for customer industries throughout Europe is our competence and business.

Our multinational team – currently situated in fourteen locations in Europe and Asia – is bonded by the effort to belong to the “best ranked” sales organizations of our multinational and local clients. Built on a healthy financial basis, we continue to expand our personnel organization and offer attractive positions at several European sites. Join our Team as

INSIDE SALES and LOGISTIC SPECIALIST (m/f) **Fluent in English**

Your tasks and responsibilities

INSIDE SALES (50% of time)

- Market researching, developing and implementing new products, building relation with new customers on Polish market by phone and e-mail
- You are a reliable partner for industry customers together with the local Area Sales Manager providing active sales and back office help in PL region
- Internally you cooperate with Product Managers and the Logistic Team in Vienna
- After-sales services, communication in case of logistic issues
- Occasionally handling of claims
- Reporting / implementing results of negotiations in our CRM system

LOGISTIC (25% of time)

- You negotiate costs and dates for logistics services such as freight rates, storage conditions, customs, etc. with our transport partners
- The processing of completed customer orders - from the order at our manufacturing plants, the allocation of all necessary inquiries to logistics service providers (forwarders, warehouse), cooperation with to delivery to customers - is in your hands

ADMINISTRATION (25% of time)

- Administration of daily office tasks are in your hands
- Working with our external tax advisor; preparation and exchange of reports and documentations
- On daily basis making bank transfers, issuing invoices and warehouse documentation
- Archiving of company documents in proper way
- Preparing business trips with later settlement

Your profile

- You are a “SALES personality” with experience in the field of logistic
- Experience in chemical business is not a condition
- You have a commercial, logistic or technical education
- You are fluent in English and able to learn and use CRM systems
- You are flexible, self-organized and take over responsibility

We are looking forward to get to know you!

100% discretion is granted. Please send your full application in English to:

Katharina Reisacher
recruitment@prochema.com

Our offer

- Attractive remuneration depending on experience
- Workplace in our local entity in Warsaw
- A responsible position in a multicultural and open-minded working atmosphere within an expanding, financially sound company!

