

Hiring

Junior Operations & Sales

Procureship S.A.

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Description

You will be part of our core business team. You will be expected to work in a fast and competitive environment, take on responsibilities and initiatives from day one and collaborate effectively with the other members of the team. We are looking for a person that is extremely diligent and hard-working and who will be excited about the prospect of implementing daily tasks in a start-up environment.

Requirements

The right candidate should be hard-working, very diligent, tech-savvy and a team player.

- Excellent command of both written and spoken English (additional languages will be an asset)
- Extremely diligent and able to work in a fast-paced environment
- Excellent organisational and administrative skills
- Exceptional communication
- At least one year of work experience
- Ability to work well with large datasets
- Excellent computer skills (especially Excel)

Responsibilities

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- Manage large databases and take on data analytics tasks
 - Take on administrative tasks with extreme attention to detail on a daily basis
 - Be in charge of day-to-day operations including live support – answering on the spot queries and taking relevant calls
 - Support sales of the product; cold-calling Greek & foreign clients
 - Support and train onsite users
 - Gain in-depth knowledge and grasp of the product, the market and the clients

Benefits

Attractive compensation package based on experience and skillset