



Менеджер по работе с клиентами (ВЭД) со знанием английского языка/ Менеджер по исполнению контрактов

📍 Київ,

Компанія: MANZARO UKRAINE LLC

Рубрики: [Торгівля, продажі, закупівлі](#), [Логістика, доставка, склад](#), [Людам з обмеженими можливостями](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від року
Графік роботи:	повний робочий день

Опис вакансії

Manzaro Ukraine LLC (www.manzaro.com) is the supplier agro products (sunflower oil, wheat flour etc) to approx 25 countries of South East Asia, Africa, South America.

We invite a diligent and attentive lady at the beginning of the carrier to join our team for position of Contract Execution Manager.

Requirements:

- Fluent English
- Education: higher
- Knowledge of Incoterms 2010
- Person qualities: attentive, used to work with heavy load of information, able to set priorities; able to take independent decisions; non-smoker
- Knowledge of payment procedure by L/C, CAD will be a plus...

Duties:

1. Follow up on customer's order from the moment of order is received till it's delivered to clients's warehouse, in short:

- Preparation of documents for imports license;
- Preparation of shipping documents;
- Confirmation of packaging design;
- Control of production/ shipment schedules;
- Control of product quality is in compliance with purchase order;
- Signing of typical documents with counterparties

· 2. Daily reporting in CRM.

Important! This job position is related to back office without involvement in sales.

Conditions:

- Official employment with probation period of 2 months
- Remuneration package: will be discussed, please indicate your desired level in CV
- Schedule: 8AM - 5PM, Monday - Friday
- Our team is 99% female.

- Office is located in Petropavlovskaya Borshchagovka (Akademgorodok station/ Zhytomyrskaya station)

You may please send your CV in English at hr@manzaro.com

Contact person: Aashna

Контактна інформація

Контактна
особа: AnnaZakaluuk