



Ваш надійний помічник

# Sales Assistant, Office Administrator

📍 Київ, 🕒 23 січня  
2024

Компанія: [Huntsman](https://jobs.ua/company/id/1634234) (<https://jobs.ua/company/id/1634234>) ([Всі вакансії](#))

Рубрики: [Торівля, продажі, закупівлі](#), [Робота за кордоном](#)

## Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

## Опис вакансії

### Sales Assistant / Office Administrator

#### Role Overview:

We currently have a vacancy for a Sales Assistant / Office Administrator at our Huntsman site in Kyiv, Ukraine.

The Sales Assistant / Office Administrator is accountable for the supply chain, customer service and administrative activities of the Polyurethanes and HBS divisions in Ukraine. The position is key to support the local growth strategy.

Reporting to the General Manager Huntsman Ukraine, you will be responsible for managing the supply chain processes in the local organization, including the planning, import, customs clearance, inventory control and customer service for the products sold by the Polyurethanes and HBS divisions, administrative support and office management. This is a multitasking cross-functional role requiring deep and broad knowledge in the different and extensive experience.

**Do you think you're the right fit for this opportunity? Apply today here: [Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com)!**

#### Role Responsibilities:

**As a Sales Assistant / Office Administrator, you will be responsible for:**

- Processing orders efficiently, from receipt to dispatch and invoicing, ensuring accuracy.
- Maintaining high-level customer service through timely responses to inquiries and effective communication.
- Managing contract documents, pricing, and overseeing customer service-related credit and data management activities.
- Planning and coordinate distribution of imported and local goods, working closely with warehousing and logistics teams.
- Monitoring and manage stock levels at the local warehouse, conducting regular inventory checks.
- Coordinating customs clearance procedures for imported products, ensuring compliance with regulations and managing associated costs.

#### Experience and Competencies:

**We are looking for experienced candidates with excellent communication skills and a solution focused approach.**

**What we are looking for:**

- Bachelor's or Master's Degree with a few years of experience in Supply Chain, Customer Service, or Commercial roles in a similar environment.
- Strong experience in import and export trade is highly advantageous.
- Proficient understanding of customs procedures, regulations, and certification processes for importing goods into Ukraine.
- Excellent proficiency in both English and Ukrainian languages.
- Exceptional organizational and communication skills.
- Strong customer focus with the ability to work independently and collaboratively within a team.

**What next?**

If you would like to join an innovative, collaborative and multicultural team, please apply now here: Careers (myworkdayjobs.com).

Your application will be forwarded to a Talent Acquisition Partner, who will strive to get back to you as soon as they can.

We understand that applying for a new job is a big decision and we will work hard to keep you updated and support you along the way.

### **About Us:**

At Huntsman, we pride ourselves on being a people-oriented organization. Our family-like atmosphere is cultivated by our diverse groups of team members around the world.

We welcome the talent, experience and fresh ideas that employees at all stages of their careers, from interns to seasoned professionals, bring to Huntsman.

In return, we offer you the opportunity to become an integral part of a dynamic, industry-leading company, where safety and ethics always come first.

### **Контактна інформація**

Контактна особа: HlairaKondratieva

Сайт: [https://huntsman.wd1.myworkdayjobs.com/en-US/Huntsman/job/Sales-Assistant---Office-Administrator\\_J-016037?source=www\\_huntsman.com\\_careers\\_ID](https://huntsman.wd1.myworkdayjobs.com/en-US/Huntsman/job/Sales-Assistant---Office-Administrator_J-016037?source=www_huntsman.com_careers_ID)

Адреса: Kyiv