



Ваш надійний помічник

# Помічник керівника відділу продажів

📍 Київ, 🕒 20 травня  
2024

Компанія: [Soft Industry Ltd.](https://jobs.ua/company/id/379327) (<https://jobs.ua/company/id/379327>) ([Всі вакансії](#))

Рубрики: [IT, WEB фахівці](#), [Торгівля, продажі, закупівлі](#), [Офісний персонал](#)

## Побажання до співробітника

Освіта: повна вища  
Досвід роботи: від двох років  
Графік роботи: віддалена робота

## Опис вакансії

**Soft Industry Alliance** is a Ukrainian technology service provider that's been helping companies from all over the world to turn their digital ideas into reality. The company has been successfully operating in the international IT market since 2000. Our clients are companies from Europe, USA, Ukraine.

SIA is on the hunt for a **Operations manager** for Business Development Department. We seek a solver who looks for solutions, not problems — and clearly understands goals, requirements, and the expectations of our team and clients. Flexibility, responsibility, and initiative are the pillars that will guarantee effectiveness in this role.

## Requirements:

1. Experience in operations field 2+ years.
2. Basic knowledge of IT ecosystem and services.
3. Good verbal and written communication skills.
4. At least Upper-intermediate level of English (written and spoken).
5. Attention to details.
6. Sound time management skills.
7. Ability to work in a multitasking environment, in need of constant adjustment of priorities.
8. Knowledge of MS Office Suite.
9. Experience with CRM platforms.

## Responsibilities:

- Oversee the day-to-day operations of the business development team.
- Coordinate with various departments to ensure seamless workflow and efficient communication.
- Develop and implement strategies to enhance operational efficiency and productivity.
- Assist in the development and implementation of business development plans.
- Prepare reports and presentations for management review.
- Monitor and analyze key performance indicators (KPIs) to identify areas for improvement.
- Provide training and guidance to team members as needed.
- Manage client relationships and address any issues or concerns in a timely manner.
- Stay updated on industry trends and best practices to provide insights and recommendations.

## We offer:

1. 24 calendar days of paid vacation per year (after the trial period);
2. Paid sick days (after the trial period);
3. Possibility to work remotely;
4. Possibility to visit English courses;
5. Possibility of having consultations with a psychologist.

**Recruiting stages: 1) Interview with recruiter; 2) Interview with CBDO.**

## Контактна інформація

Телефон: +38 (068) 101-18-97

Сайт: <https://jobs.soft-industry.com/>

Адреса: Чернігів, ул. Кошевого, д.1