

Junior Sales Support Analyst with Romanian

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Company: PepsiCo

Location: Kraków

Category: other-general

Overview

As a Junior Sales Support Analyst, you will be responsible for ensuring administrative support to Filed Sales team through drafting contracts, solving various administrative tasks and maintaining close communication with field sales team and other departments.

This role requires relocation to Cracow, Poland (relocation package included according to our rules & policies).

Responsibilities

Effectively communicate with local Sales Team

Extract customer database from internal applications

Contract management: support preparation of different type of contracts for clients or distributors

Sales team ad hoc requests

Monitor the implementation status of various sales activities

Provide tracking and monitoring on the main KPIs

Knowledge of SAP, Oracle, Power BI, Robust or MS Access is a plus.

Qualifications

University degree

Proficiency in English & Romanian

Previous exposure to similar role in an FMCG environment is a plus

Very good oral and written communication skills, both in English and Romanian

Results oriented, team player with positive, can do attitude

Very good analytical skills and numeric abilities

Strong Microsoft Office package knowledge is mandatory

Knowledge of SAP, Oracle, Power BI, or MS Access is a plus

Self-learner, willingness to develop skills according to role requirements

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