

■ VACANCIES

Sākums / Vacancies / Customer Service Specialist for a wholesale company (Export/Import)



Customer Service Specialist for a wholesale company (Export/Import)

DarbaGuru client

DarbaGuru client is a Latvian wholesale company, which has been successfully operating in the chemical raw materials trade segment in international markets for many years. The company is looking for an active and motivated Customer Service Specialist with excellent English language skills & experience in Logistics/Export Trade/Supply chain to join its team!

Job tasks:

- ◇ B2B Customer Service + acquisition of new customers;
- ◇ Searching for buyers in the international markets by specialized product groups (using the Internet, statistical data, market analysis, databases of previous transactions and other databases) and price offering;
- ◇ Organization and coordination of shipments (by sea/railway/road);
- ◇ Preparation of goods delivery and transportation documents;
- ◇ Maintaining long-term cooperation with carriers in order to organize continuous delivery of goods.

Requirements:

- ◇ Preferable work experience in Wholesale / International trade / Logistics;
- ◇ Excellent communication and customer service skills;
- ◇ Accuracy and high sense of responsibility;
- ◇ Willingness to work in a dynamic work environment;
- ◇ Independence and self-organization abilities;
- ◇ Proficient computer skills (MS Office);
- ◇ Very good knowledge of English and Russian languages (at least B2 level).

We offer:

- ◇ Salary of 1700-2200 EUR per month before taxes (gross);
- ◇ Daily communication with global contacts;
- ◇ Stable and motivating salary;
- ◇ Friendly team and good working atmosphere.

Work place: Riga

Work hours: 9:00-17:30

To apply please send your CV in English to e-mail: dobrova@darbaguru.lv

READY FOR NEW CHALLENGES?

Call us: +371 29554294 (working days 9:30 - 17:30)

OFFICE ADDRESS

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