

## Quality assurance

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 500 €**

Cena: **1 800 € bez DPH**

### Preferovaná pracovná pozícia

Administrácia databázy

Audit

Analýzy konkurencie

Auditor kvality

Administratívny pracovník, referent

### Preferovaná lokalita

Bratislava

### Jazyky

Slovensky - Expert (C2)

Anglicky - Stredne pokročilý (B2)

Nemecky - Stredne pokročilý (B2)

### Zručnosti

Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

12/2016 - present

### Quality assurance of purchased parts / project manager

Zameranie spoločnosti:

*Automotive*

- » managing the portfolio of parts from pre-series prototype to series production
- » communication with vendors, development, pilot hall, logistics
- » coordination of the Material Laboratory, Measurement Center, and building prototypes
- » evaluation of disagreements and proposals for solutions, registration of changes in parts
- » supervision of deadlines
- » handling complaints, analyzing disagreements and preparing corrective actions
- » preparing and leading meetings at suppliers

08/2011 - 10/2016

### Shop keeper / Market operator, planner, developer

Zameranie spoločnosti:

*Retail*

Shop keeper (11/2015 - 10/2016)

- » sales team management, attendance planning, training, development
- » preparation and maintenance of the department in a commercial condition
- » creating and tracking statistics to increase sales
- » tracking competition and price adjustments
- » implementation of new products and sales of products withdrawn from the range
- » working with the logistics department and securing the stock according to the forecast
- » cooperation with the department of interior designers in the preparation of commercial media

Market operator, planner, developer (08/2011 - 10/2015)

- » manage allocated customers
- » creation of quotations, order management, solving claims
- » management reporting

- » logistics and distribution plans, supervising and coordinating the distribution of products
- » coordination of purchase, packaging and transport of goods to distribution centers
- » responsibility for fulfilling the established business goals and financial results
- » negotiation of contract terms

04/2009 - 09/2010

### **Sales representative for SR**

Zameranie spoločnosti:

*Production of shop interior and special lighting*

- » market research, mapping of competing companies and their activities, the adaptation of product and services to slovak market
- » identify potential key customers in the market and their gradual acquisition
- » preparation of marketing and realization of advertising in printed media, introduction of the trademark on the slovak market
- » planning and implementation of marketing activities to promote sales
- » responsibility for fulfilling the established business goals and financial results
- » negotiation of contract terms
- » proposal of the interior layout and lighting according to the client needs
- » monitoring of competitive activities, the situation on the market, development of market analysis
- » supervise the execution of the contract, deal with any complaints

03/2007 - 01/2009

### **Service engineer**

Zameranie spoločnosti:

*Mobile phone repair company*

- » diagnostics, repair and testing of mobile phones
- » communication with the department of revenue and stock in the company in english
- » administration of the repair
- » compiling statistics and reporting to the direct superior

09/2005 - 03/2007

### **Sales representative**

Zameranie spoločnosti:

*VIP transport services*

- » search for new and taking care of existing clients
- » negotiating conditions of transport of persons and the administration connected to it
- » caring for drivers planning and schedule of rides, rides registration and preparation of documents for the economic department
- » communication with clients from multinationals in english and german language

## Vzdelanie / Education

1997 - 2002

**Secondary vocational school of electrical engineering**