

## Vedúci nákupu / Account Manager / Assessment

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 700 €**

Cena: **2 040 € bez DPH**

### Preferovaná pracovná pozícia

Vedúci nákupu

Account manager

Služby zákazníkom

Assessment

### Preferovaná lokalita

Okres Žilina

### Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Nemecky - Stredne pokročilý (B2)

### Zručnosti

Podvojne účtovníctvo - Základy, Strojopis - Expert, OMEGA - Základy, Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

12/2007 - 07/2019

### Key Account Manager

Zameranie spoločnosti:

*Wholesale of pharmaceutical goods*

- » responsibility for product and sale strategy achievement
- » finding new clients and taking care of existing ones
- » visits, reporting in Comma
- » market and competitors' monitoring
- » organisation and preparation of seminars for doctors, pharmacists
- » cycle meetings, result analysis and controlling
- » self-education

10/1997 - 11/2007

### Executive Assistant

Zameranie spoločnosti:

*Market research*

- » activities regarding company establishing from the beginning up to synergy implementation and transfer of the company
- » responsibility for office running
- » responsibility for office equipment
- » preparation of employment contracts, job descriptions, salary decrees, bonuses, compulsory employee trainings etc.
- » communication and cooperation with external accountant, state and public institutions
- » car fleet
- » preparation, compliance and controlling of financial budget
- » communication, support and controlling of colleagues on the field
- » marketing promotional material
- » co-realisation of big marketing and PR campaigns
- » translation from and into English
- » organisation of both small meetings and big conferences
- » responsibility for product deliveries
- » communication with distributor and producer (France, Hungary, Austria, Czech Republic, Korea)
- » occupational health service and institutional sale across whole Slovakia

## Vzdelanie / Education

N/A

### Faculty of Management

Mgr.: Management

N/A

### First Certificate in English