

DAIMLER TRUCK



We hire: Back Office Support / LEASED, BUSES

Daimler Truck & Buse Romania is looking for Back Office Support, to join our Buses -Sales team in Bucharest area!

Daimler Truck & Buse Romania is part of the Daimler Group and is national sales organization for the divisions Trucks and Buses. We, the Buses Sales team, promote and sell the organization's products and services to achieve significant sales targets.

We would like to get to know you, if you share our values of passion, integrity, respect, discipline and diversity and if you agree, that 'premium' and 'excellence' are attributes not just for our products, but also for your work.

Responsibilities :

- Preparing contracts of sale, according to the request submitted by the sales consultants; obtaining signatures
- Organizing formalities for transporting the vehicles (logistics)
- Support for delivery formalities, customs
- Preparing deliveries documentation
- Completion of deal file after each delivery
- Preparation registrations situation / market share - monthly
- Preparation orders and deliveries situation - weekly/monthly
- Presentation Sales Monthly Report
- Supporting in acquisitions, suppliers internal / external
- Support in planning and carrying out marketing activities
- Under direct supervision, provides general support to technical documentation management. Compiles and analyzes basic information for technical documentation. Normally Reports To: R&D Technical Director. Minimum Qualifications: Vocational. Years of Experience: 1 to 4.

Training and qualification

University (Degree)

Technical knowledge :

- PC knowledge: Word, Excel, Powerpoint
- Language: English fluent ; German - nice to have
- Communication abilities, goal oriented

Soft skills/individual competence :

- Attention to detail
- Punctuality
- Team spirit
- Ability to work with multiple systems
- Good time management and priorities,
- Communication skills
- Orientation towards results,
- Flexibility, ability to work in a team, organizational skills

We would like to get to know you.

recrutarembtb@daimler.com

We work for all who keep the world moving. Interested? Check out our career website & become part of Daimler Truck AG



#for all who keep the world moving

MAKE YOUR MOVE