

We would like to announce a new vacant **position**.

Please see the following info about job details.

Requirements:

- Higher education with major in Finance/Accounting/Management
- English level upper intermediate.
- Advanced user of PC.
- Ability to work for full time, positive attitude, good analytical and communication skills, team player

Main responsibilities:

- Handle the administrative follow-up, organization and preparation of the elements required by the Administration and to drive sales (sales targets, sales territories, information systems, events, etc.).
- Feed into and steer the sales force information systems
- Collect, restore the information entered by the sales force
- Provide the necessary follow-up and information for the organization of business meetings (regional, national)
- Equip the sales force with the appropriate resources and materials to achieve their objectives (sales points, information leaflets, etc.)
- Ensure budgetary monitoring of the sales department
- Be the main contact for regional and business managers for commercial activity in the field

Please send your CV to karrierezentrum@dku.kz please specify the position in subject/deadline 24/01/2019