



Export Manager Assistant

International Trade Department

YOUR WORK DAY WOULD BE

- Implementation of Sales process in existing customers sector
- Answer customer calls, e-mails inquiries and do the preparation/submission of commercial offers
- Communication with the company's existing suppliers and customers
- Document preparation for export of goods
- Assistance in implementing the company's sales goals and accounting documents
- Cooperation and implementation of other functions as assigned by the manager

REQUIREMENTS

- Excellent knowledge of Latvian and English
- Knowledge of Lithuanian language would be considered as advantage
- Skills to work independently and in the team
- Accuracy and high responsibility
- Good computer skills (MS Office), in particular MS Excel
- Higher education and reliable work experience in sales is preferred

WE OFFER

- Work in one of the leading medicine wholesalers in Latvia
- International work environment
- Career opportunities
- Social guarantees and employee benefits
- Salary range 1200 - 1400 EUR gross (and bonuses)

**Join our team, accept a new challenge
and build Your professional path with us!**

We value every application, but please note that we will contact candidates with whom we will meet in the next recruitment selection phase

Please apply via cv.lv or LinkedIn, if there are technical issues - send Your resume cv@aptiekasf.lv

About us

JSC Recipe Plus is one of the largest wholesale traders in Latvia, distributing pharmaceutical and healthcare products to pharmacies, healthcare centers, veterinary clinics and dental offices. As one of the first pharmaceutical wholesalers in Latvia, JSC Recipe Plus was established in 1995. In a result of continuous growth and development, the company has managed to become the leader.

Iesniedzot savu CV un pieteikumu, Jūs piekrītat dalībai norādītās vakances kandidātu izvērtēšanas un atlasē procesā un saziņai ar Jums. Apliecinām, ka kandidātu izvērtēšanas un atlasē procesā tiks nodrošināta tiesiska Jūsu personas datu apstrāde. Pēc konkursa noslēgšanās, Jūsu personas dati tiks dzēsti vai iznīcināti. Pārzinis: AS "Recipe Plus", reģ.Nr. 40003234547