



TEAMGIGA
HIGHLY EFFECTIVE AUTOMATION

TeamGiga Srl
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Subject: Professional figure: Purchase/Sales employee

Reporting to the Purchasing Team Leader, the figure will be called to manage:

- Internal and external communication to the Purchasing Team;
- Front and back office activities;
- Drafting and writing of documents;
- Search for information;
- Supply chain expediting activities (reminders to suppliers, verification of purchased goods requirements, order delivery assurance, etc.)
- Support activities to the Administration Team

The ideal candidate will meet the following requirements:

- Commercial/economic high school diploma and/or degree in business economics and management or management engineering;
- Previous experience in the role;
- Previous experience in administrative activities will be an asset;
- Good knowledge of the MS Office suite especially Excel;
- Knowledge of the English language;
- Knowledge of a third language is welcome;
- Predisposition for interpersonal relationships;
- Adequate communication skills;
- Strong propensity for in-depth study; analytical skills, rigour, precision;
- Ability to work in short times; strong flexibility, dynamism;
- Predisposition to work in team;
- Passion, curiosity, open and flexible mindset;
- Keen interest in personal growth;
- Residence preferably located within a radius of 15 km from the place of work.

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