



trade & marketing company

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Company: Concepts SA

Jobs Description

Concepts SA, one of the leading and innovative companies in the Spirits & Beverages industry, is looking for a **sales & mrk assistant** to join the marketing team and for a **Back office assistant** to join the accounting team.

Sales & mrk assistant Duties

Sales report

Customers CRM

Data entry

Back office assistant Duties

Pricing of products

Data entry

Dispatch of documents

Archiving

Qualifications

Good use of English language

Good knowledge of MS Office

Contact: hr@concepts.gr

Tel: 2104100011

