CRO SUPLAST d.o.o. tel.: 042 492-272

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Gospodarska škola Varaždin e-mail: crosuplast@gmail.com

42000 Varaždin

Recycled plastic souvenirs sales

**TRAINEE COMPANY CRO SUPLAST D.O.O. VARAŽDIN**

is offering employment for the following

**POSTS:**

**MANAGEMENT DEPARTMENT**

1. **Managing director**
2. **Assistant managing director**

**Key competencies:**

1. Knowledge of at least two foreign languages
2. ICT skills
3. Organisational skills
4. Top communication skills
5. Team work
6. Conflict management
7. Responsibility, independence, decision-making skills

**Key duties and responsibilities:**

1. Strategic planning
2. Decision making
3. Organising company business and resources
4. Collecting, monitoring and reporting
5. Analysing business results

**Working conditions/benefits:**

- free transport

- motivational working atmosphere

- steady job

- permanent professional development

**Job application documents:**

* Job application
* Europass CV

**ADMINISTRATION DEPARTMENT**

1. **Administration coordinator**
2. **Documentation administration support**

**Key competencies:**

1. Knowledge of at least one foreign language
2. ICT skills
3. Top communication skills
4. Responsibility, independence, decision-making skills

**Key duties and responsibilities:**

1. Class attendance log keeping
2. Dealing with customers
3. Forwarding messages to relevant departments
4. Registry book keeping
5. Statistical data processing

**Working conditions/benefits:**

- free transport

- motivational working atmosphere

- steady job

- permanent professional development

**Job application documents:**

* Job application
* Europass CV

**PURCHASING DEPARTMENT**

1. **Purchasing manager**
2. **Purchasing representative**

**Key competencies:**

1. Knowledge of at least one foreign language
2. Team work skills
3. ICT skills
4. Top communication skills
5. Organisational, planning and managing skills

**Key duties and responsibilities:**

1. Purchasing products
2. Logistics
3. Office and field work
4. Contacting suppliers, negotiating
5. Goods and stock responsibility
6. Continuous cost analysis and supervision
7. Preparing and presenting reports, analyses and plans

**Working conditions/benefits:**

- free transport

- motivational working atmosphere

- steady job

- permanent professional development

**Job application documents:**

* Job application
* Europass CV

**MARKETING DEPARTMENT**

1. **Marketing manager**
2. **Marketing representative**

**Key competencies:**

1. Knowledge of at least one foreign language
2. Team work skills
3. ICT skills
4. Top communication skills
5. Organisational, planning and managing skills

**Key duties and responsibilities:**

1. Designing marketing products
2. Office and field work
3. Marketing team management and supervision
4. Continuous analysis and monitoring of marketing products

**Working conditions/benefits:**

- free transport

- motivational working atmosphere

- steady job

- permanent professional development

**Job application documents:**

* Job application
* Europass CV

**SALES DEPARTMENT**

1. **Sales manager**
2. **Sales representative**
3. **Sales representative**

**Key competencies:**

1. Knowledge of at least one foreign language
2. Team work skills
3. ICT skills
4. Top communication skills
5. Organisational, planning and managing skills

**Key duties and responsibilities:**

1. Managing existing customer relationships
2. New customer acquisition
3. Planning and conducting sales activities
4. Closing deals
5. Continuous reporting

**Working conditions/benefits:**

- free transport

- motivational working atmosphere

- steady job

- permanent professional development

**Job application documents:**

* Job application
* Europass CV

**STOCK MANAGEMENT**

1. **Stock manager**
2. **Assistant stock manager**

**Key competencies:**

1. Knowledge of at least one foreign language
2. Team work skills
3. ICT skills
4. Top communication skills
5. Organisational, planning and managing skills

**Key duties and responsibilities:**

1. Monitoring and controlling goods and stock
2. Accurate stock planning
3. Ordering necessary raw materials
4. Balancing raw material and final product stock

**Working conditions/benefits:**

- free transport

- motivational working atmosphere

- steady job

- permanent professional development

**Job application documents:**

* Job application
* Europass CV

The applications with CV enclosed should be sent by 20th January 2018.