

Job Description – Sales Back-Office Consultant

IT jobs will be more and more in Romania and worldwide!

We at Convex Network are developing people and teams for more than 10 years. Our colleagues are providing IT solutions and developing our own Applications for Romanian and International market.

For our activity based in Bucharest your primary tasks and deliverables will be:

- Provide support to sales team on operational issues
- Understand customer's requests
- Collaborate with the technical team to identify the best solutions for our customers
- Negotiate with vendors the commercial terms – price, discounts, delivery date, payment terms, etc.
- Define the offer – product/solution, description, pricing, commercial terms
- Offers follow-up and closure
- Manage Orders/contracts – PO's, invoices, deliveries, incoming payments, payments
- Manage renewal due-dates for ongoing services – IT outsourcing services, License subscriptions, maintenance, etc.
- Execute marketing campaigns
- Occasionally, attend customer visits
- Perform all the activities using CRM tool
- Detect possible process improvements
- Support for incoming mails and calls
- General administration tasks
- Contract filling and sending to clients

Requirements

To be successful in this role:

You have rigor and organization skills

- Communication skills
- Entry level IT knowledge
- Microsoft Office skills
- Fluency in English (writing and speaking)

It will be a plus

- Previous back-office position – sales, procurement, support
- Bachelor's or Master's degree in Technology or Economics;

Perks

Attractive package

- Office in a central location, easy to reach
- Energetic, international, highly diverse colleagues
- Challenging job; that's why you're here, isn't it?

Willing to evolve in your career within a professional yet friend