

# Job description

We are looking for a key account manager specialized in:

**SALES - LOGISTICS – Participating at the operation for a company specialized in international removals**

**(full time job from January 2019)**

## Responsibility:

As a key account manager you will be in charge for:

- ✓ Prospection
- ✓ Set up meetings with potentiel accounts/companies in order to introduce Putters
- ✓ Realize pre-move survey to estimate the volume to be moved
- ✓ Calculate the rate to perform the move of the potentiel customer visited
- ✓ Prepare the estimate/contract
- ✓ Negotiate the contracts with potentiel customers
- ✓ Participate in the preparation of the move together with the operation manager
- ✓ Follow up the logistics
- ✓ Purchasing freights (sea, air, road)
- ✓ Selecting destination partners
- ✓ Open and follow the claim file if any
- ✓ Make sure that customer remains satisfied with our services.

This job gives an important liberty of action and requires a candidate who is autonomous, self confident and orientated to find the most convenient solution for our customers.

Our customers are mainly foreigners working for multinational companies or embassies. Since 5 years our turnover is in constant progress and we succeed maintain a high level of customer satisfaction.

## Your Profil:

The job requires a good general education degree, but ***the diploma is not a criterion of choice.***

The selection will be done by the approach of work, attitude, personal dynamism, motivation and the language skills.

***We are looking a candidate for long term.***

**Necessary skills:**

- English fluent, writing and speaking
- French, German (a plus but not compulsory)
- Knowledge of excel and word
- Excellent problem-solving skills and decision-making skills
- Attitude focused on customers satisfaction
- Big capacity of work
- Good communication skills.
- Autonomy

**Other informations:**

- If you are interested please send your CV to [fc@putters.be](mailto:fc@putters.be)

**Field(s):**

- Sales
- Logistic
- Operation
- Freight purchase

**City: Budapest**