



Assistant, Sourcing Team, Trade Department

Location: Ożarów Mazowiecki

Job Description

As a leader in the distribution of quality fresh produce in Poland, our Trade Department delivers products and solutions to the largest retail groups as well as to leaders of local wholesale markets across all categories of fresh produce.

Our Sourcing team consists of specialists dedicated to sourcing the highest quality produce for our clients. As an Assistant in the Sourcing Team, you will provide support to the team with particular focus on preparation and handing of documentation and execution of procedures related to imports of EU and non-EU sourced fresh produce.

Overview of Responsibilities

Assistants are active team members and their responsibilities include the following:

- Support purchase and import of fresh produce sourced from EU and non-EU countries;
- Perform comprehensive, in-depth analysis of prices and volumes;
- Participate in the coordination of transportation processes with the Logistics department, sea and land forwarders, and customs authorities;
- Prepare and handle trade and transport claims;
- Handle invoices and import documentation;
- Communicate and interact with suppliers, Sales team, Logistics and Accounting departments;
- Prepare offers, presentations and other documents

Qualifications

Candidates must demonstrate a combination of academic aptitude, work organisation skills and communication skills. Key qualifications include:

- fluency in English;
- advanced knowledge of MS Office;
- very good communication and teamwork skills;
- strong work organisation and attention to detail;
- conscientiousness and impeccable work ethic;
- creativity, independence, availability;
- fluency in Spanish or Italian will be an advantage;

Our Offer

- competitive salary;
- benefits including medical insurance;
- an opportunity for career development in a leading and fast-growing organisation;
- a dynamic working environment and friendly atmosphere;

If your qualifications meet our requirements and if you wish to further your career with an organisation which will support your professional and personal development, we look forward to hearing from you.

You can apply by sending CV and cover letter to hr@targban.com.

Please include the following clause in your application: "Wyrażam zgodę na przetwarzanie danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z ustawą z dnia 29 sierpnia 1997 roku o ochronie danych osobowych (Dz. U. Nr 133 poz. 883)."

Targban Sp. z o.o.

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