**HBIS GROUP Serbia Iron & Steel LLC Belgrade  
Human Resources department  
Training and Recruitment Group**

**Date: August 24th, 2018**

HBIS GROUP Serbia Iron & Steel LLC Belgrade –Smederevo Branch hereby publishes

**INTERNAL JOB ADVERTISEMENT**

To fill vacant position of:

* **SALES MANAGER IN SALES DEPARTMENT**

**Location: Smederevo**

**Required education**

**Vocation:** Bachelor in Economics, Master of Economics

**Level of education:**

* VII level - basic academic or master studies

**Specific job requests**

**Language skills**: English – intermediate level.

**High level of developed specific skills and abilities necessary for this position**:

* Organization skills,
* Ability to identify problems and propose adequate solutions,
* Priorities definition,
* Work efficiency,
* Independence and self-initiative,
* Analytical skills.

**Professional work experience:**

* Preferable, but not mandatory.

**Key responsibilities:**

* Maintaining and increasing sales of the company's products in line to given targets and goals set for the area under the responsibility.
* Servicing the needs of existing customers while further expanding customer base.
* Compiling and analyzing sales results and future possibilities.
* Ensuring full sales order process activity (from inquiry to order and delivery), inventories and collections follow up.
* Promoting company brand and products
* Market research and follow up.

**NOTE:**

In application for this position, the applicants are obliged to:

* Submit all documentation (CV, letter of application, references, etc.) if possible **in English**, to submit the copy of diploma with acquired level of education, as well as other diplomas/ certificates relevant for this position;
* Only shortlisted candidates will be contacted.

The job advertisement is open until **August 31st, 2018**. Please be advised that you may submit your application to the following **e-mail address** [**regrutovanje@hbisserbia.rs**](mailto:regrutovanje@hbisserbia.rs)or **bring it personally** **to Office No. 4 at Kapitalna building –Training team.**