**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:

* **COMMERCIALIST 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.

**Professional work experience:**

* Preferable, but not mandatory.

**Key responsibilities:**

* Ensuring full pre order process (quotation preparation) and sales order process (from order to delivery), contracting process, follow up of inventories and collections.
* Promoting company brand and products.
* Support to sales managers in daily activity for achieving given targets and increasing client satisfaction.

**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.**