



People Excellence Growth

Arrow Electronics is a global provider of products, services and solutions to industrial and commercial users of electronic components and enterprise computing solutions, with 2015 sales of \$23.28 billion. Arrow serves as a supply channel partner for over 100,000 original equipment manufacturers, contract manufacturers and commercial customers through a global network of more than 460 locations serving over 85 countries.

If you are interested to gain experience in sales and customer service in global company, we are currently seeking to fill position of

INTERNAL SALES TRAINEE

Your main responsibility will be to support internal sales team in daily operational work with the highest possible customer service level and to contribute to increasing Arrow market share and overall profitability as well as productivity. You also will cooperate with other company functions such as asset and marketing.

Key Responsibilities:

- Sales orders processing for key accounts
- Sales order management and customer backlog
- Quotations preparation
- Contribution to meeting sales targets
- Administrative support to sales team who take care of customers with logistics solutions – data preparation and analysis – to ensure on time delivery, sufficient supplies and accuracy of data
- Communication with customers and internal parties
- Distribution of price files to our partners
- Effective and correct use of company tools and procedures to maximize margin

Key Requirements:

- University education (also currently studying) preferably in economics or technical studies
- Previous experience in sales or customer service is an advantage
- Drive for results and achievement of targets
- Ability to set priorities and manage effectively high workload
- High level of ownership and accountability for assigned tasks
- Good communication skills suitable for internal and external customers
- English mandatory both verbal and written
- German or Italian also advantageous
- Advanced system skills (Excel, Office systems and sales systems)

We offer:

- Work experience at one of the key players in electronics distribution market with international exposure and strong business orientation
- Part time position (20 hours per week, flexible working hours)
- Benefits package

If you are interested, please send us your CV in English to kbojarova@arroweurope.com. We look forward to hearing from you.