

## **Junior Contracts/Commercial Specialist- part time opportunity (Bucharest)**

### Requirements:

- Bachelor Degree in the Economical field
- Good command of English (oral and written communication)
- Excellent Internet and Microsoft Office skills
- Very well organized person, discreet and professional;
- Experience in working within a Commercial department is considered an advantage;

### Responsibilities:

We are recruiting for our client, an international company activating in Engineering, which has an office in Bucharest

- Preparing and issuing Requests for Quotations to Vendors;
- Vendor follow-up, in collaboration with the technical reference person and / or Project Coordinator;
- Carrying out commercial evaluations of offers;
- Preparing contracts for Services;
- Creating and maintaining Vendor lists;
- Carrying out Vendor qualifications.

### They offer:

- Flexible working schedule 4-6 hours/day;
- Motivating salary package;
- Career opportunity;