



POS Tuning is the expert for goods presentation at the Point of Sale. As one of the Top 100 innovative companies we are an active partner for Category Management projects both for CPG's and Retailers. We provide Know- How, experience and the world's largest Toolbox to bring our customers' products into vision and reach of the Shopper. Our promise is "...more success at the Point of Sale".

For our Turkish Team we are searching for an experienced bilingual (Turkish and German or English) Sales and Admin Support.

Customer Service

Responsibilities

- Handle incoming calls from customers
- Identify and acquire potential new customers (by phone or thru mailings)
- collect and maintain databases for sales prospects and customers
- Handle imports from Germany by coordinating with existing Customs Broker
- Create offers, including follow-up
- Issue the invoices and Delivery Notes for the customers
- Support Sales Team with travel planning and meeting coordination
- Coordinate scheduling of special, non-stocked articles and/or large orders
- Support and help organize trade show exhibitions/presence
- Helping in Preaccountancy for the existing outsourced Tax accountant

Desired Skills

- Very good knowledge of the German or English language
- Very good communication skills
- Skills in accounting
- Excellent MS Office skills
- Knowledge in various business sectors regarding point of sales

Have we sparked your interest? Please send your letter of application and resume to Erdogan Yildiz, e.yildiz@postuning.com.

POS Tuning Raf Teşhir Sistemleri
Reklamcılık San. ve Tic. Ltd. Şti.
Eskoop C6 Blok No.293-295-297
İkitelli OSB .İkitelli .Başakşehir
İstanbul, Türkiye
Phone: 0212 5494807(PBX)
E-Mail: info.tr@postuning.com
www.postuning.com

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