

Zelinka UK Ltd.



Zelinka UK LTD
111 Piccadilly Manchester
M1 2HY
EORI: GB081081924000

Our new UK customs company is seeking to hire a **sales support administrative** who will be responsible for supervising and organizing our branch in Manchester. You will be in charge of managing organizational sales by developing business plans, meeting planned goals, and setting individual project targets.

- Identify potential clients to offer them advertising customs services
- Work with colleagues from our maternity company and EU branches
- Meet and exceed sales targets
- Proactively pursue new business and sales opportunities
- Solve problems for clients and customers by developing innovative and tailored solutions
- Initiate discussions with customers through emails, calls, and scheduled meetings
- Prepare reports, budgets and forecasts
- Contribute to team effort by accomplishing related results as needed

What we ask

- Experience working in sales or marketing
- Experience in customs or logistics is an advantage
- Dedication to providing great customer service
- MS office – advanced
- Excellent communication skills
- Have a ‘can do’ attitude towards problems
- Strong presentation skills
- Time management

This Job Is Ideal for Someone Who Is

- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- People-oriented -- enjoys interacting with people and working on group projects

What we offer

- A competitive base salary
- Health insurance
- Flexible working hours and home office
- Paid time off such as PTO, sick days, and vacation days
- Gym memberships or discounts
- Reward for a new employee
- Vocational training of your choice
- An international and diverse work atmosphere
- Nice office in center of Manchester – 111 Piccadilly, Manchester M1 2HY

If you would like to be part of our team, please send your CV to David.pospisil@zelinka.cz (HR manager)

Company is registered in Companies House under registration number 13246272
VAT registration number 378478337, e.g. Scotland or England & Wales

www.zelinka.cz