

Sales and Office Assistant / за Epiroc Bulgaria EOOD

Do you enjoy working in a small team in the international network? Are you interested in customer support? Do you like variety of tasks with a manager who is most of the time in the field and a very professional colleague sitting next to you? Go on reading, because in Epiroc we are now looking for you.

We are Epiroc, a global company with Swedish company culture, one of the market leaders.

We are a leading productivity partner for the mining and infrastructure industries. With cutting-edge technology, we develop and produce innovative drill rigs, rock excavation and construction tools.



Sales and Office Assistant

We are searching for a friendly and competent colleague to cooperate with our team of 12 professionals working in the field by customers. We are a diverse team, so we will welcome a female or a male, who will help us to grow together.

What exactly will be your role?

- You will be responsible to support our sales team and customers by preparing offers, tender documentation and responding to the questions;
- You will review the sales contract and create customer files; help to prepare sales presentations;
- You will partner with the extended team to manage product data on distributor websites;
- You will support and assist sales team in preparing sales reports.;
- You will coordinating with other departments – supply chain and customer care to ensure that orders are processed quickly and efficiently;
- You will support finance department by scanning and invoice archiving, contribute to invoice workflow (direct transfer to Finance Center in Prague);
- You will provide simple trend analysis and corrective journal proposals under Business Controller supervision and secure reminders for to our customers (email, phone, SAP dunning) ;
- You will maintain the employee data in the central system and other relevant internal systems including absence management system and support monthly reporting;
- You will maintain employee files physical and electronic;

- You will provide general administrative support (travel, booking, photocopying and facsimile, organizing meeting rooms, support of visitors);
- You will maintain and update internal management system with local policies and procedures;
- You will be responsible for Safety, Health, Environment and Quality agenda related to office/warehouse and employees, eg. fire regulation, labor safety etc.
- You will care about car fleet management and administration
- ... and we will involve you in tasks and projects related to business, digitalization and many more 😊

Why will you like us?

- We will share with you all we know...Your manager and the rest of the team will always be there to help you.
- You can be creative and promote your own ideas.
- You can grow with us: we have an open internal job market in the company and we care to develop people.
- The work in Epiroc is variable: there are challenges and new things to learn every day.

What should you know and be like to fit to us?

- We welcome candidates with minimum of three years experience, preferably within the business support, accounting or in HR administration field.
- You have experience working in a system, SAP experience is welcome.
- You are ready to learn new systems and applications and you have analytical approach to things;
- You are eagerness to learn new things, positive and result oriented, you like solving challenges and you apply well your organizing and follow up skills;
- You are able to solve problems timely and smoothly with high sense of responsibility;
- Basics of labour law, commercial law or finance could be an advantage;
- You have very good knowledge of spoken and written English, fluent Bulgarian language.

What's next?

So what do you say, do we give it a try? Send us your CV in English.

We will ask our external recruitment consultant to contact those of you who may fit to our role, and if everything goes well with the screening we will meet at a personal meeting. In any case, we will have answered anybody by the end of the recruitment process.

Contact info:

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