

Commercial Assistant @ Iron Studios



contact@efftalents.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Feb 20, 2024

Published : Jan 31, 2024

Employment Status : Full Time

Experience : Any

Salary : 14,000€ - 15,400€ gross annual

Gender : Any

Career Level : Any

Qualification : None

Job Description

No specific prior working experience is required.

Responsibilities:

- Analyse market data and trends to inform strategic team decisions;
- Assistance of a Commercial Manager;

Requirements:

- Ability to communicate effectively, both verbally and in writing, in **English and Portuguese**;
- Solid knowledge of **Windows and Microsoft Office** applications (Outlook proficiency preferred) and CRM. Strong Excel experience;
- Excellent customer orientation and ability to deal professionally with **confidential and/or sensitive information**;
- **Calendar management**: Solid e-mail and calendar skills, scheduling meetings in various time zones, organising travel logistics. **Multi-tasking, planning and decision-making** profile to meet critical administrative and operational demands;

Type of profile:

- Self-motivated, resilient, goal-oriented, organised and able to work independently as well as in a team.
- Great attention to detail, **positive attitude and ownership mentality**;
- Ability to **establish and strengthen relationships** with colleagues, clients and external suppliers worldwide;
- Excellent administrative, **organisational and problem-solving skills**;
- Ability to work effectively in a fast-paced environment with **tight deadlines** (including prioritisation skills, flexibility in relation to change, a sense of urgency and how to deal with ambiguity);

About the company:

Since 2013, Iron Studios has been developing and producing extremely detailed collectible figures, being the first Brazilian company with licensed products of the segment, 100% made for collectors.

Your recruiter:

Flávia Costa, Senior Manager Talent Acquisition @ Efftalents.

Don't hesitate to contact her for more information!

Education & Experience

Must Have

Educational Requirements

None

Compensation & Other Benefits

Food Allowance + 25 euros Phone subsidy