



UAB Baltic Virtual Assistants

Baltic Assist is created to assist entrepreneurs and SMEs providing remote assistance via cloud based systems. In order to accelerate our growth, we are looking for additional virtual assistants.

Have you ever experienced the lack of freedom in your current job? The industry of virtual assistants, working remotely is growing rapidly and is considered to be one of the most flexible jobs available in the job market today.

Our customer is a fast growing market research company with headquarters in Copenhagen, Denmark. Founded in 1999, company is able to provide full service package in market research. Company also has offices in Aarhus, Hamburg, Jakarta, London, Malmö, Nuuk, Oslo, Saigon, Stavanger and Vienna. Right now, our client is ambitious to expand to Germany and Austria.

Position offered:

SALES ASSISTANT WITH GERMAN LANGUAGE (part-time)

Job description, tasks

- Searching for potential customers in Germany
- Calling companies in Germany
- Scheduling the meetings for business development manager
- Participation in full cycle sales process (optional)

Requirements

- Great command of German language
- Excellent communication skills
- Customer focused and negotiation skills
- Responsible and able to manage time effectively

We offer

- Freedom to work from home or any other desired location
- Competitive salary
- Opportunity to make it a full time position
- Experience to grow professionally and learn new things
- Business trips to company's headquarters in Copenhagen, Denmark

Additional information

If you feel, that you are the right candidate for this job, please email your motivation letter, CV and picture to hr@balticassist.com. Confidentiality is guaranteed.