

Sales Administration and Customer Support CIS dedicated to agriculture

GEOSYS:

GEOSYS is a world leader in supporting agricultural businesses with decision support tools that make use of the latest research results in agronomics, information and geographic technologies, with an emphasis on remote sensing. Decision support tools range from worldwide risk management and supply monitoring of ag commodities to field operations decision support to help make precision farming decisions inside the field. GEOSYS also develops customized business solutions dedicated to international agricultural companies.

GEOSYS has offices in Europe (France, Switzerland, Russia), North America (Minneapolis, Minnesota), Australia (Sydney, New South Wales) and in South America (Sao Paulo, Brazil).

Geosys has joined the Land O'Lakes group in 2013, which gives unique opportunity to be leveraged in North America and other markets.

GEOSYS is fast growing and offers many advancement opportunities to its teams.

Position description:

The role is part of the GEOSYS Europe team, with its office in Morges (Switzerland). GEOSYS EUROPE is the business unit for Europe, Middle East and Africa areas

He/She assures:

- The management of Sales administration overs EMEA,
- The support for Russian/Ukrainian spoken customers.
- The secretary work for Geosys Europe team upon request

He/She works in close collaboration with members of the Geosys Europe team, Sales Managers, Local and Global Product Managers, and with the Managing Director of Geosys Europe

He/She is accountable for:

- Management of sales administration documentation : contract makings, storage, support of quarterly finance audits
- Administration of our CRM
- Back office work for customer: preparation of customer documentation, support for web service account settings,

He/She is comfortable working with colleagues in multinational, multicultural and fast-paced environment.

He/She has the ability to work to multi tasks.

This position requires fluent English and Russian. Ukrainian spoken and Acquaintance with agriculture background would be advantageous.

Qualifications and Skills required:

- Junior job experience in sales admin or customer support
- Strong communication skills (to interact colleagues and with customers)
- Rigor and being well organized
- Dynamism, ability to adapt quickly and to take on new tasks or projects
- Excellent interpersonal skills to interact with colleagues, cross-functional teams and third parties
- Fluent English, Russian (interview will be in part in English/Russian)

Conditions:

Full time position

Job based in Morges, Switzerland

Apply:

Please send your resume and application letter to careers@geosys.com