

# Sales Support Coordinator, Russian



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentiax.nl/x-950326-z>

Do you have strong administrative and commercial skills? Would you love to work in an international company? Are you fluent in English and Russian? Then this might just be the description of your future job!



As an Account Support (Sales Support) Coordinator for Elsevier you are a member of the Account Support Team, working within a multi-functional Regional Team organizing, preparing and archiving the administrative workflow of the Sales Process. For that reason the Account Support Coordinator works in very close cooperation with Account Managers and supports him/her in organizing the sales process in the most efficient and effective way.

The Account Support Coordinator will be responsible for the following:

- Contact customers;
- Support for the Account Manager in the Sales Process;

- Central point of contact for customer towards internal partners;  
 - Support for contact with external partners;  
 - Support for analysis of sales reports and support for sales analysis;

Report to the Account Support Manager;  
 In this role you need to have strong administrative skills and enjoy having your day fill with administrative tasks.

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### The offer

Elsevier offers you a the opportunity to start your career in a multinational in Amsterdam (next to Sloterdijk station) that operates on a global level.

The salary indication is €16,21 per hour (which equals to around 2520€/month based on 36 hrs/week). You have the opportunity to work flexible hours, but you might need to work 1-2 evenings (11-19pm shifts) per week. You will have a first 7 months contract through Randstad.

Start date is preferably 1st of November or before.

### The ideal candidate:

- You speak excellent English and (near native) Russian
- Bachelor degree or higher
- Administrative skills
- Good analytical and conceptual skills
- Excellent knowledge of Excel is mandatory (this needs to be clearly stated in your CV)
- Flexible, capable to work under high pressure
- Well structured, accurate, able to administrate and monitor entire sales process
- Commercial mindset
- You are already living near Amsterdam, have your BSN number and are legally allowed to work without sponsorship for more than 1 year (no Working Holiday visa or Search year visa).

We are looking forward to receive your English CV through the Randstad website. If your application is successful, we will reach out to you within 4 working days. In order for us to evaluate your application, we need to be able to clearly see on your CV if you meet the requirements about the Excel and languages

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skills.

Randstad Multilingual Recruitment - Russian speaking Account Support (Sales support) Coordinator (Amsterdam)

Uiteraard staat deze vacature open voor zowel mannen als vrouwen.

#### Functieomschrijving

Do you have strong administrative and commercial skills? Would you love to work in an international company? Are you fluent in English and Russian? Then this might just be the description of your future job!

As an Account Support (Sales Support) Coordinator for Elsevier you are a member of the Account Support Team, working within a multi-functional Regional Team organizing, preparing and archiving the administrative workflow of the Sales Process. For that reason the Account Support Coordinator works in very close cooperation with Account Managers and supports him/her in organizing the sales process in the most efficient and effective way.

The Account Support Coordinator will be responsible for the following:

- Contact customers;
- Support for the Account Manager in the Sales Process;
- Central point of contact for customer towards internal partners;
- Responsible for contract execution;
- Gather and analyses usage reports and other pre-sales call analysis;
- Report to the Account Support Manager;

In this role you need to have strong administrative skills and enjoy having your day fill with administrative tasks.

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Randstad Multilingual Recruitment - Russian speaking Account Support (Sales support) Coordinator  
(Amsterdam)

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#### Sollicitatieprocedure

Je maakt een 'mijn Randstad' account aan om te kunnen reageren op onze vacatures. Dit doe je automatisch wanneer je voor het eerst een sollicitatie afrond bij Randstad, heel eenvoudig dus. Via je 'mijn Randstad' account beheer je gemakkelijk je gegevens en gaan je volgende sollicitaties nog!