



A leader in agro-supplies, TIMAC AGRO | LYDA, a subsidiary of the Groupe Roullier, aims to act with expertise in the service of sustainable plant and animal nutrition. We are now expanding our team and we are looking for:

Sales Administration Support

The Sales Administration Support plays a vital role in ensuring the smooth execution of sales operations and supporting the logistics team. This position requires strong organizational skills, attention to detail, and the ability to collaborate effectively with internal and external stakeholders.

Key Responsibilities:

- Delivery Administration and Execution of Sales
- Work closely with dealers/warehouses to promote and maintain best practices in sales and logistics operations
- Demonstrate good proficiency in SAP B1 or similar ERP software to effectively manage sales-related data and processes
- Responsible of Stock Management in Warehouses – Take ownership including regular follow-up to ensure accuracy and availability of inventory
- Giving the necessary instructions (where needed) to factories and warehouses on behalf of their manager
- Forecast Management; Assist in forecasting activities to optimize inventory levels and meet customer demand effectively
- Back Office Support; Provide comprehensive back-office support, including documentation, briefing papers, reports, and presentations as required
- Proactively generate ideas and plans to enhance the company's logistics operations, driving efficiency and cost-effectiveness
- Utilize knowledge of sales and operations procedures to identify opportunities for improvement, focusing on cost-saving measures and process optimization

Qualifications & Skills:

- Bachelor's degree in Business Administration, Logistics, or related field
- Good proficiency in SAP B1 or similar ERP software
- Excellent Communication and Negotiation skills
- Analytical mindset with a focus on continuous improvement
- Proactive attitude and willingness to take initiative
- Fluent in Greek and English. Knowledge of French will be an asset
- Possibility of travelling 2-3 times/year mainly in Greece

Headquarters: Glyka Nera Attiki

For sending your resume with the code Sales_Admin_Support, please use the email: hr@gr.timacagro.com