



Jobs & Internships

CONTENTS:

JOB OPPORTUNITY: SALES COORDINATOR (M/F)	2
JOB OPPORTUNITY: LOGISTICS ASSISTANT (M/F).....	3
INTERNSHIP OPPORTUNITIES.....	4

ALMAKO–Austrian Regional Business Cluster has been operating now for 20 years as the competence Center of Austrian Companies for the Region Albania/Kosovo and North Macedonia. It is a company which represents Austrian/German companies in Albanian, Kosovo and Macedonian market trade through different business sectors. ALMAKO is currently looking for a highly motivated and ambitious candidate to cover the role of:

JOB OPPORTUNITY: SALES COORDINATOR (M/F)

Responsibilities:

- Reach out to customer leads through cold calling and direct contact in the field Analyze the market's potential, track sales and status reports
- Keep a high level of knowledge about existing products and services, and learn about new products and services as they come in
- Establish, develop and maintain positive business and customer relationships
- Present, promote and sell products/services for a broad range of excellent Austrian/German companies in the fields of Industry, Trade and Services in Albania, Kosovo & North Macedonia using solid arguments to existing and prospective customers
- Arrange and coordinate meetings and events for ALMAKO clients
- Coordinate project-based work
- Prepare offers, keep correspondence with the project manager of Austrian/German company
- Record, transcribe and distribute minutes of meetings for the project manager in Austria/Germany

Requirements:

- University students or graduated in economics or engineering
- Good knowledge of Microsoft Office package
- Fluency in written and spoken English, German will be considered an asset
- Strong negotiations skills, interpersonal skills, ability to take initiative and work independently
- Effective time management skills
- Willing to learn and travel

Place of work: Field work and Office

Interested candidates are invited to send their CV to the email address:
aplikime@pendlpiswanger.al

ALMAKO ALBANIA

Office: Rruga e Dibrës, Kompleksi Halili,
P.O. 1017, Tiranë, Shqipëri
Mobile: +355(0) 692081728, E-mail: aplikime@pendlpiswanger.al

JOB OPPORTUNITY: LOGISTICS ASSISTANT (M/F)

The Logistics Assistant will be part of AUSTRIA PRAEMIX Logistics team. He or she will support the team with the logistical coordination.

Responsibilities:

- Support the Director of Supply Chain and Logistics with reports and analyses
- Supervise re-packing of material, record damages or losses
- Support the Field Logistics Team in planning and organizing on-site operations prior to travel
- Support local race operations team with additional tasks after completing primary responsibilities as appropriate
- Support the Director of Supply Chain and Logistics with reports and analyses

Requirements:

- University students or recently graduated
- Good knowledge of Microsoft Office package
- Fluency in written and spoken English, German will be considered an asset
- Strong negotiations skills, interpersonal skills, ability to take initiative and work independently

Interested candidates are invited to send their CV to the email address:
aplikime@pendlpiswanger.al

ALMAKO ALBANIA

Office: Rruga e Dibrës, Kompleksi Halili,
P.O. 1017, Tiranë, Shqipëri
Mobile: +355(0) 692081728, E-mail: aplikime@pendlpiswanger.al



INTERNSHIP OPPORTUNITIES

Austria Praemix offers internships and employment opportunities for current students, recent graduates or young professionals in the area of agriculture and food.

Field of study: Agronomy, Horticulture and Plant Protection, Agribusiness, Economy and Agrarian Policy, Agro-environment and Ecology, Agro-food Technology, Animal Husbandry and Business, Aquaculture and Fishery Management, Forestry Engineering, Veterinary Medicine etc.

By participating in one of the programs we offer you have the opportunity to discover more about yourself and your aspirations. Internships are offered in various fields, where you can build a solid base of knowledge for the sectors we cover, work model, procedures etc.

Apply now by sending your CV and Motivation Letter at:

aplikime@pendlpiswanger.al

ALMAKO ALBANIA

Office: Rruga e Dibrës, Kompleksi Halili,
P.O. 1017, Tiranë, Shqipëri

Mobile: +355(0) 692081728, E-mail: aplikime@pendlpiswanger.al