

# TRIMO

FOR OUR OFFICE IN PRAGUE  
WE ARE LOOKING FOR:

## OFFICE MANAGER/SALES SUPPORT

EMPLOYMENT: DEFINITE TIME CONTRACT FOR 1 YEAR  
WITH 3 MONTH PROBATION PERIOD AND POSSIBILITY OF PROLONGATION TO INDEFINITE TIME

Trimo is one of the leading European companies developing original and complete solutions for building envelopes (facades and roofs) and modular solutions.

Our partner portfolio includes companies: Airbus, London Heathrow airport, Nestle, Philips, DHL, Porsche, IKEA, Mercedes Benz, Coca Cola and many others

The company's outstanding reputation for innovation, quality and customer support continues to excite our customers. Expertise, sustainability, reliability and focus on the future is what defines Trimo worldwide.

- We are responsible to people, we care for them and offer them full support.
- The success of our colleagues is most important to us.
- We are building on inclusion and cooperation.
- We accept diversity.
- We are proud on highly qualified and motivated team with successful achievements at international level.
- We model healthy, positive and professional communication in a relaxed work environment that appreciates quality and effective performance of work.
- We encourage and facilitate personal and career development
- You will gain working experience and expert knowledge of our excellent team that is customer-oriented and loyal to our products, services and the company.

### JOB DESCRIPTION

OFFICE MANAGER/SALES SUPPORT will have a key role in coordinating sales office activities for Polish, Czech and Slovak market.

This includes communication with customers and company headquarters, support of sales staff, coordinating activities on active construction projects, realisation of marketing plans, preparation of marketing materials, monitoring of the market and competition, searching for new potential customers and business leads, monitoring of customers satisfaction, preparing CRM and other reports and supply of materials.

### EXPECTATIONS

We are looking for a positive, dynamic and flexible colleague with good communication and organizational skills, who has experience with coordinating projects, is a team player and fluent in Czech and/or Slovak language and Polish and English language.