



KAE INTERNATIONAL MOVERS

Your choice in Home & Office Removals!

www.kaeintl movers.com



Join Our Sales & Operations Team!

Are you looking for a rewarding career in the moving industry? Kae International, a leading international moving company, is seeking talented individuals to join their team in Athens, Greece. We have openings for both Sales Representatives and Operations Assistants who are passionate about providing exceptional service to our customers and supporting our operations team.

Position: Sales Representative

Location: Palaio Faliro, Attiki, Greece

Type: Full-time

Job Description:

As a Sales Representative, you will play a vital role in driving sales and building relationships with private customers. You will be responsible for understanding customer needs, providing tailored solutions, and ensuring a smooth moving experience. This position requires strong sales knowledge, excellent communication skills, and the ability to build lasting relationships.

Responsibilities:

- Engage directly with private customers to understand their moving needs and provide personalized solutions
- Develop and maintain relationships with new and existing customers.
- Conduct pre-move surveys, prepare written quotations, and facilitate seamless coordination of the moving process
- Follow up on leads from various sources
- Record and manage customer information using company software.
- Achieve and exceed sales targets and performance metrics
- Participate in sales meetings, training sessions, and workshops to continuously improve sales techniques and service knowledge

Requirements:

- Proven experience in sales, preferably in the moving, logistics, or service based industry
- Strong understanding of sales principles and customer service practices.
- Excellent communication and interpersonal skills
- High level of organizational and time management skills
- Strong attention to detail and problem-solving skills
- Good knowledge of Maths skills and calculations is necessary
- Fluency in English is mandatory
- Knowledge of Czech, French, German languages is a significant advantage

Benefits:

- Competitive salary with performance-based incentives
- Comprehensive training and professional development opportunities.
- A supportive and collaborative work environment
- Opportunities for career growth and advancement





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Position: Operations Assistant

Location: Palaio Faliro, Attiki, Greece

Type: Full-time

Job Description:

As an Operations Assistant, you will play a crucial role in supporting our operations team to ensure smooth and efficient processes. You will assist with various logistical tasks, manage documentation, and coordinate with different departments to facilitate seamless moves. This position requires strong organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously.

Responsibilities:

- Assist the operations team in planning and coordinating international moves
- Handle and process all necessary move documentation, including customs and insurance forms
- Communicate with customers, suppliers, and service partners to ensure all logistical requirements are met
- Track and manage inventory and equipment used in the moving process
- Assist in scheduling and assigning tasks to the operations team and external partners
- Maintain accurate records and learn to use company software
- Ensure compliance with company policies and international shipping regulations

Requirements:

- Proven experience in an administrative or operations role, preferably in the logistics or moving industry
- Strong organizational and time management skills
- Excellent attention to detail and ability to handle multiple tasks simultaneously
- Strong communication skills, both written and verbal

Benefits:

- Competitive salary with performance-based incentives
- Comprehensive training and professional development opportunities.
- A supportive and collaborative work environment
- Opportunities for career growth and advancement





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How to Apply:

If you are passionate about sales or operations and eager to contribute to a dynamic and growing company, we want to hear from you!

Please send your resume and a cover letter to contact@kaeintl movers.com with the subject line

"Salesperson Application – [Your Name]."

OR

"Operations Assistant Application – [Your Name]."

Successful applicants with the mentioned requirements will be contacted immediately. Interview appointments will be held in 2 phases; in August in between 6 and 8 August, and in September.

Join KAE INTERNATIONAL and be part of a team that values excellence, innovation, and dedication. We look forward to welcoming you on board!

KAE INTERNATIONAL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.