



Huawei Technologies Co., Ltd. is a leader in providing next generation telecommunications networks, and serves 45 of the world's top 50 operators, as well as over one third of the world's population. We are committed to providing innovative and customized products, services and solutions to create long-term value and potential growth for its customers. Our products and solutions include wireless products, core network products, network products, application and software, as well as terminals. At the end of 2014, we had over 150,000 employees. Our global R&D spending reaches 13 % of the annual revenue. In 2014 our revenue reached 46,3 billion USD, a year-on-year increase of 15 %. We started to operate in Hungary in 2005; we have a manufacture center in Komárom and Páty as well. We sincerely invite professionals to join us and develop together with Huawei. For further information, please visit us now at <http://www.huawei.com> and <http://www.huawei.hu>

Retail Assistant

Main Responsibilities:

- Providing general support for the Retail Manager, managing, fulfilling and supervising all aspects connected with the retail projects and activities on the market
- Providing wide range of retail data analysis including sell-out weekly reports, monthly summary, other related retail monitoring reports,
- Being responsible for retail warehousing activities and materials delivery, coordinating with agency in charge. Physical work is required for the daily management of the warehouse.
- Supporting Retail manager in budget application, preparation of contracts and payment processing.
- Supporting Field Force manager to prepare and communicate regularly (1) Promoters weekly and monthly Sell Out reports, (2) Merchandisers KPIs performance reports.
- Maintaining retail basic data including store information, mapping of field force and store.
- Coordinating preparation and production of promotional materials and gifts, keeping contact with the agency in charge.
- Supporting Retail GTM and promotional activities – New product launch and seasonal campaigns, in-store and roadshow activities.

Requirements:

- Strong interpersonal and communication skills.
- Good time management and adaptability to dynamic work environment.

- Experience in warehouse management and administration work preferred.
- Proficiency in software tools, specifically Microsoft Excel & PowerPoint.
- Excellent written and verbal communication skills are essential. Both English and Hungarian.
- Relevant experience in a retail environment can be an advantage, but not mandatory

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Working Place:

Budapest, Hungary

Sector(s):

- Retail

How to apply/ contact information:

- Please send your detailed Resume/CV in English via E-Mail (Word 2007 or Adobe PDF) to huawei.media@pannonjob.hu
(indicating your earliest start date as well as salary expectations) Please be assured your CV containing personal information will be kept confidential and be used only for job match in Huawei.

A kiválasztási folyamatban együttműködő partnerünk a Pannonjob Kft. Kérjük küldje el jelentkezését a huawei.media@pannonjob.hu e-mail címre. Adatainak kezelése, a Pannonjob [adatvédelmi tájékoztatójában](#) foglaltak alapján történik.