***NOVA FACILITIES MK***

***Required experience and studies:***

• University Degree  
• Good communication skills – written, spoken, listening; Strong interpersonal skills  
• Able to work to multiple and overlapping deadlines; Attention to detail/accuracy; Logical approach  
• A good vision of the development possibilities of the company; Able to use own initiative; Take responsibility for own work  
• Computer skills (MS OFFICE PACKAGE);  
• Fluently spoken English language;  
• Able to adapt to a dynamic work environment

***Main tasks are:***  
  
•    Communicating with existing clients,  
•    Finding potential clients,  
•    Clear understanding all standard operational processes that are taking place,  
•    Work independent: should know what to do at which moment,  
•    Negotiating the sale  
•    Producing reports    
•    Known and understand most procedures by hearth  
  
***What we offer:***

• Challenging job with a lot of variety and future in a fast growing, dynamic and international company with a friendly corporate culture  
• Competitive salary  
• Team work

If you see yourself as a person who could be a valuable part of our team, don’t hesitate to apply sales@novafacilities.com. Please send us your Cv in Englidsh.

NOVA FACILITIES MK is a company who is working for UK clients, providing services in the domain of administration and customer service.