



Growww is a cool, one-year-long programme for guys and girls finishing their Bachelor's or Master's and thinking about to join a leading company in Central Easter Europe. Or those who have max 1 year work experience. This is not an internship, this is a full time job and we will keep you busy in this one year. And do not worry about the fixed term contract 80% of our Growwwers are still employed at MOL Group.



MOL România Petroleum Products  
MEMBER OF MOL GROUP

MOL Group is present in Romania since 1993, having complex local operations in fuel Retail and Wholesale, Petchem, Lubricants, LPG and Bitumen.

**MOL Romania Commercial&Logistics department** invites applicants for the position of **Growww\_Card Assistant**.

### **Scope of the position**

Participate in the testing and implementation of new projects related to the card segment  
Support colleagues from the card product manager team.

**Application deadline: 30 April 2019**

### **Tasks and responsibilities**

- Actively supports and contributes to the sales process by testing and implementing the COMPASS project;
- Communicates and cooperates permanently with Testing & Complaint Expert in testing and implementing new card designs;
- Provides active support to colleagues in the card product manager team;
- Records, resolves and archives electronically the documents and requests of card clients, received by e-mail, fax, or courier;
- Order new cards, change limits, activate, lock and unlock cards at the official request of customers or sales representatives;
- Prepares correspondence to clients (sending invoices, cards);
- Send copies of invoices and attachments to customers at their request or sales representatives;
- Prepares and transmits timely reports and analyzes required.

## Requirements

- Fresh graduate of an economics or technical faculty Proactive
- Organization, spirit of initiative, proactivity;
- Active communication and listening skills;
- To desire to learn as much as possible;
- Computer skills (Microsoft Office);
- English fluency.

**[Go to MOL Romania Career Page to apply!](#)**