



A LightPath[®] COMPANY

SALES ENGINEER ASSISTANT

Job Responsibilities:

- **Ensure the circulation of documents and information in the sales department.**
- **Enter data in the company database.**
- **Prepare sales and management reports.**
- **Prepare documentation flow for sales department.**

Requirements:

- **A higher or incomplete higher technical education is desirable.**
- **As an advantages will be experience as a record-keeper or associate.**
- **Mandatory good verbal and written English language skills as well as knowledge of Latvian and Russian.**
- **Good communication skills.**
- **Accuracy, high sense of responsibility, ability to plan and organize work independently, and to work in a team.**
- **Good computer skills (MS Office programs).**
- **Experience in working with documents, computers and other office equipment.**