

AVON

Avon is the leading social selling beauty company with 6 mln. independent Sales Representatives and 30 000 employees across 100 countries. The company has a 130+ year history of empowering women through economic opportunity, the company also proudly supports efforts to end breast cancer and domestic violence.

Data Preparation Specialist

We are looking for a person who likes working with details and structuring information and does it all by using various systems. You will join preparation team in Vilnius as a Data Preparation Specialist and will support the business across Baltics and Finland.

You will be responsible for:

- Creating campaign bulletin (a file containing all offers) – to do so, you will cooperate with different departments regarding needed materials and information, complete the item data checking and test the agreed items in the system
- Testing monthly offers – you will test correctness of the invoices in testing systems to ensure correctness of the webpage and invoices
- Monthly offers change procedure – you will check live invoices & coordinate necessary set up changes in the system
- Live Campaign maintenance – handle late requests and live errors
- Providing daily support and cooperating with other local departments as well as wider Central European Team

We expect that you are:

- A team player yet able to work independently
- Accountable, attentive to detail and have logical thinking
- Well organized and proactive
- Client oriented
- Fluent in English – written and spoken
- Experienced in a similar position

We offer:

- Dynamic work and international environment
- Friendly and supportive team
- Development and growth oriented business culture
- Health insurance plan
- Additional vacation days
- Discount for Avon products

JOIN US!

Send your CV in English