

**25/08/2017****Content Writer - Galway**

Production Equipment Europe is a leading industrial distributor supplying over 35,000 products to customers across Europe. We are currently recruiting for an experienced Content Writer to work within our team based in Galway

**Responsibilities**

- Maintain accurate and up to date supplier details and account records
- Analysis of supplier pricing and ensuring customer website and SAP are updated accordingly
- Managing and maintaining company website including updating the website with new items and products, updating pricing, etc.
- Liaise with multi-national customers on a daily basis
- Update customer portals with new products and information
- Making adjustments, handling queries and resolving problems within company guidelines and policies in compliance with ISO standards
- Liaising with cross-functional departments and teams within the company such as Quotations, Sales, Purchasing and Manufacturing

**Skills & Experience**

- 3<sup>rd</sup> Level qualification or equivalent in Business, Marketing or English is preferable
- Ability to work as part of a team and on own initiative
- Experience of using SAP and proficient in use of Microsoft Office is desirable
- Ability to prioritise and multitask in a fast-paced environment
- Target driven with a flexible work attitude to meet business deadlines
- Strong performance ethos
- Strong sense of ownership in carrying out duties and excellent attention to detail
- Excellent verbal and written communication skills. Technical writing skills would be of benefit
- Good problem solving skills and an analytical approach to issues that may arise