



Export Zone Manager (H/F)

 permanent

 Boulogne-Billancourt (92)

PRESENTATION

Peters Surgical is a French group that develops, produces and markets sterile single-use medical devices for the operating room intended for surgeons. The mission of our daily work is to improve the quality of patient care by contributing to the success of the surgical procedure and by developing high-performance medical devices and associated services.

Joining Peters Surgical means integrating a dynamic structure and participating in the development of a company in full expansion. In this capacity, we are looking for a:

Export Zone Manager (M/F)

Reporting to the Export Zone Manager, you are the privileged contact for export customers in your sector for all commercial administration in support of the Export Zone Manager.

DESCRIPTION OF MISSIONS

1. You will be responsible for the following tasks in particular:
 - In particular, you ensure the following missions: Help with the preparation of price offers (entry, references, choice of incoterm, payment conditions, etc.) and monitor them.
 - Manage orders from receipt to archiving by creating the entire file: Verification and entry of the order, Preparation of necessary and specific documents for shipping, Management of carriers according to incoterms, Monitoring of legal, regulatory and invoicing documents
 - Creating pro forma and getting their payments
 - Ensure receipt of the goods by the customer and collection.
 - Guarantee and ensure the correct application of the client-related financial risk management procedure (COFACE declaration).
 - Monitor customer complaints/disputes.
 - Inform and provide support to the Export Zone Manager

SKILLS

You are comfortable with IT tools, particularly the Office suite. You are organized, rigorous, and recognized for your excellent interpersonal skills. You have team spirit and know how to manage priorities.

YOUR PROFILE

- **Experience:**
You have at least three years of experience in a similar role.
- **Training:**
Bac +2 type BTS international trade training.
- **Languages:**
Proficiency in English is essential. Knowledge of a 3rd language would be a plus.
- **Additional information:**
Ref: GEX/CDI – candidature@peters-surgical.com Peters Surgical – 1 cours de l'Ile Seguin 92100
BOULOGNE-BILLANCOURT