



BIZASSIST GLOBAL S.L. is part of a multinational group specialized in Import, export, processing and distribution of grain-based food products, the group also distribute the worlds most trusted ethnic and local food brands into the European market.



BIZASSIST GLOBAL S.L. has developed a cutting-edge, multivendor online B2B wholesale marketplace designed to serve both ethnic and mainstream markets within the European Union.

Our new venture capitalizes on the extensive expertise and proven track record of our management team, who bring years of valuable export and distribution experience within the European market. This wealth of knowledge has enabled us to create a unique and innovative B2B wholesale marketplace platform that aligns with our vision for seamless integration and expansion in the EU market.

Job Positions offered (Avilés-Asturias):

Executive assistant

Accounting assistant

Marketing director/manager/head

Business analyst

Customer service representative

E-commerce projects manager

PPC strategies manager

Order assistant

Warehouse assistant

How to apply?

Interested candidates that fulfill all professional and academic requirements have to send their CV (in english) to the following electronic address:

empresas-ogijon3@asturias.org.

Please, indicate in the title of the message the job position you are applying for.

By sending the CV, the candidate authorizes its delivery to the company.

The process selection will be carried out entirely in english.

The job place is in Avilés (Asturias).

See full job positions information below

Job title: Executive Assistant

Number of positions offered: 1

Job functions and tasks:

- Managing the schedules of senior-level executives, including scheduling meetings and appointments, and ensuring they are punctual and well-prepared.
- Organizing meetings and preparing materials for them, including creating agendas and taking meeting minutes.
-
- Acting as a liaison between senior-level executives and other departments or stakeholders to facilitate effective and efficient communication of information.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Negotiable from Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: Bachelor's degree in Business Administration, Communication, or a related Field.

Training and skills: Proficiency in Microsoft Office Suite and other relevant software.

Professional experience: At least 3 years of professional experience working as an Executive Assistant.

Languages (required level): Good knowledge of the English language; additional language proficiency is an asset.

Driving license: Yes

Other requirements: Ability to work independently and as part of a team. Excellent written and oral communication skills and Attention to detail and the ability to multitask effectively.

Job title: Accounting assistant

Number of positions offered: 1

Job functions and tasks:

- Processing financial transactions such as accounts payable and accounts receivable, and ensuring accuracy and completeness.
- Managing and reconciling various accounts such as bank accounts and credit card accounts.
- Preparing and submitting necessary reports, such as VAT reports, as required.
-
- Assisting with special projects or coordinating related tasks.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Negotiable from Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements.

Academic level: Associate's or Bachelor's degree in Accounting or a related field.

Training and skills: Capability of working independently with little supervision. Excellent written and oral communication skills. .

Professional experience: At least 3 years of professional experience working as an Accounting Assistant and Proficiency in Microsoft Office Suite and other relevant software.

Languages (required level): Good knowledge of the English language; additional language proficiency is an asset.

Driving license: Yes

Job title: Marketing Manager

Number of positions offered: 1

Job functions and tasks (3 at least):

- Develop and execute marketing strategies for new products and services.
-
- Analyze marketing data regularly and adjust strategies as needed. Ensure the company's services meet customer demands and expectations.
-
- Research and identify new marketing opportunities to increase brand awareness and revenue.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Negotiable from Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: Bachelor's degree in Marketing, Communications, Business or a related field.

Training and skills: Ability to write effective marketing plans that communicate high-level strategy and actionable tactics.

Professional experience: Ability to thrive in a fast-paced environment, multi-task, prioritize, and collaborate closely with multiple business units.

Languages (required level): Excellent written and verbal communication skills in English.

Driving license: yes

Other requirements: Strong team player

Job title: Business Analyst

Number of positions offered: 1

Job functions and tasks:

- Continuously monitoring and evaluating business processes to identify opportunities for further improvement.
-
- Providing regular progress reports to stakeholders, including project managers and business leaders.
-
- Conducting needs assessment and business requirements analysis to understand the current state of the business and identify areas for improvement.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Negotiable from Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements.

Academic level: Bachelor's degree in Business Administration, Computer Science, Information Systems, or a related field.

Training and skills: Strong problem-solving skills, including the ability to identify root causes of problems and develop effective solutions.

Professional experience: Minimum 2 years proven experience in business analysis or a related field.

Languages (required level): Good English speaking skills

Driving license: yes

Other requirements: Strong team player.

Job title: Customer Service Representative

Number of positions offered: 3

Job functions and tasks:

- Handling customer complaints: Resolving issues quickly and to the customer's satisfaction.
- Processing orders: Ensuring that customer orders are accurate and delivered on time.
- Building customer relationships: Striving to establish long-term relationships with customers through exceptional service.
- Maintaining customer records: Keeping accurate and up-to-date records of customer interactions, including orders, complaints, and inquiries.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: A high school diploma or equivalent

Training and skills: Attention to detail, must have strong attention to detail to ensure that customer records are accurate and up-to-date. .

Professional experience: Strong problem-solving skills, should be able to identify and resolve customer issues effectively.

Languages (required level): Strong understanding of the English language, another language is an asset.

Driving license: yes

Other requirements: Must have excellent communication skills, both written and verbal.

Job title: E-commerce Project Manager

Number of positions offered: 1

Job functions and tasks:

- Overseeing the planning, implementation, and tracking of E-commerce projects for the company
-
- Collaborating with cross-functional teams, including IT, marketing, operations, and customer service to ensure projects are completed on time
-
- Managing relationships with external vendors, including e-commerce platform providers, payment processors, and fulfillment partners.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Negotiable from Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: Bachelor's degree in Computer Science, Information Technology, Business Administration, or a related field.

Training and skills: At least 5 years of experience in E-commerce project management,

Professional experience: Strong project management skills

Languages (required level): Strong communications skills in English

Driving license: yes

Other requirements: Strong team player.

Job title: PPC Manager

Number of positions offered: 1

Job functions and tasks:

- Developing PPC strategies that align with Hanjra International's marketing goals and objectives.
- Conducting keyword research to identify relevant keywords that will drive traffic to Hanjra International's website.
- Monitoring campaign performance, including click-through rates, conversión rates, and ROI, and making adjustments as needed.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Negotiable from Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: Bachelor's degree in Marketing, Advertising, Business, or a related field.

Training and skills: Strong analytical skills, including the ability to analyze data and make data-driven decisions.

Professional experience: Knowledge of PPC tools and software, including Google Ads and Bing Ads.

Languages (required level): Strong knowledge of the English language; additional language proficiency is an asset.

Driving license: Yes

Other requirements: Ability to work in a fast-paced environment and manage multiple projects simultaneously.

Job title: Order Assistant

Number of positions offered: 1

Job functions and tasks:

- Confirming orders, providing updates on order status, and addressing any issues or concerns that may arise.
- Monitoring inventory levels and ensuring that orders can be fulfilled with available inventory.
- Keeping accurate records of orders, including order status and shipping information, to ensure that all information is up-to-date and accessible

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: A high school diploma or equivalent is typically required for an Order Assistant role.

Training and skills: Have strong communication skills, both written and verbal, to effectively communicate with customers and other teams.

Professional experience: Good computer skills, including experience using order processing software and Microsoft Office Suite.

Languages (required level): Strong understanding of English; additional language proficiency is an asset.

Driving license: Yes

Other requirements: Ability to work effectively in a team environment, collaborating with other teams to ensure that orders are fulfilled efficiently and accurately.

Job title: Warehousing Assistant

Number of positions offered: 1

Job functions and tasks:

- Receiving incoming shipments, inspecting them for damages, and verifying that the quantities match the purchase order.
- Communicating with regulatory authorities as required. And Preparing and submitting necessary reports, such as VAT reports.
-
- Assisting with various special projects or coordinating related tasks.

Job township: Aviles

Duration of the contract: Indefinite

Schedule: Full time.

Salary: Collective agreement of Mayoristas de Alimentación del Principado de Asturias

Candidate requirements

Academic level: High school diploma or equivalent.

Training and skills: Basic computer skills, including experience using inventory management software. and capability to lift and move heavy items, stand for extended periods of time, and perform physical labor.

Professional experience: Strong communication skills, both written and verbal, to effectively communicate with other members of the warehouse team.

Languages (required level): Good knowledge of the English language.

Driving license: yes

Other requirements: Knowledge of accounting software is a plus.