

Data Processing Department Employee (Back office) in E-commerce(k/m)

location: Szczecin

Can happiness be delivered in a package? We believe so!

At Beliani, we operate in 19 markets, offering a wide selection of furniture and accessories for home and garden. Our goal: beautiful design accessible to everyone.

Our motto, **„Delivering Happiness”** It's not just a slogan—it's the foundation of what we do every day. From bringing joy to our customers' homes, to the satisfaction of our over 700 team members who embrace daily challenges.

Do you value your own development, dynamic work, and want to make a real impact on e-commerce? Join us!

Your duties will include:

- Entering orders from various sales platforms into the system
- Processing orders on sales platforms and monitoring their status

- Confirming order shipments and updating information in the system
- Handling processes related to VAT numbers, including their deletion and data updating
- CS department back office support
- Close cooperation with other departments within the company to ensure operational fluidity

What do we expect from you?

- Ability to solve problems quickly and pay attention to detail
- Good work organization and the ability to work under time pressure
- Communication skills and teamwork skills
- Proficient use of Microsoft Office
- Knowledge of English at a communicative level

What we offer:

- An employment contract with a reliable employer and an attractive salary
- Work in an international environment in an office in the city center
- Flexible working hours
- Full range of training and practical on-the-job implementation
- A clear career path in an equal work environment - we promote talent!
- Possibility of subsidizing courses and training (both language and position-related)
- Private medical care, also for family members
- Sports package subsidized by the employer
- Corporate and team-building events, regular Corporate Pizza Days
- Guaranteed discount on Beliani.pl products.

Please send your CV in English to: praca@beliani.com

Thank you for your interest in our job offer. Please note that only selected candidates best suited for the role will be contacted.

