



PEPSICO



Customer Service Administrator – Vilnius (FTC – 6 months)

Our story



PepsiCo products are enjoyed by consumers more than one billion times a day in more than 200 countries and territories around the world. PepsiCo generated more than \$86 billion in net revenue in 2022, driven by a complementary beverage and convenient foods portfolio that includes Lay's, Doritos, Cheetos, Gatorade, Pepsi-Cola, Mountain Dew, Quaker and SodaStream. PepsiCo's product portfolio includes a wide range of enjoyable foods and beverages, including many iconic brands that generate more than \$1 billion each in estimated annual retail sales.

The company PepsiCo has distinguished itself as one of the most significant snack producers in the Western Balkans with beloved brands such as Chipsy, Clipsy, Pardon, and GUD, which have become part of the global PepsiCo portfolio. The local portfolio has been expanded with the globally renowned PepsiCo brand - the famous tortilla chips, Doritos. For more information, visit www.pepsico.rs.

Responsibilities

- Creating manual orders in the information system
- Creating Credit/Debit memo's
- Creating return orders
- Billing of corrective invoices
- Reactivation of orders
- Changes to existing orders
- Debt checks
- Daily processing of invoices and other documentation
- Billing of Credit/Debit memo's
- Creating and importing return records and shelves
- Creating PO and STO
- Creating Inventory lists, entering data and printing of Inventory lists
- Performs other tasks as ordered by the superior

Requirements

- Final year student or recent graduate
- Knowledge of MS office and SAP desirable
- Knowledge of Lithuanian and English language
- Previous experience in Customer Service role preferred
- Excellent communication skills and able to interact with different people and parties in a professional way
- Result-driven, enthusiastic and have a high energy level
- Focused and strong eye for detail

We offer

- Hybrid way of working
- Private health insurance
- Support services - Psychological support, Financial advisor, Legal advisor, Parenting advisor
- Continuous learning through e-learning platforms
- Employee engagement through various events, celebrations and Rewards & Recognition program

Send your application to: poslovi@pepsico.com

Salary range: 18K - 20K yearly gross salary

