



JOB PROFILE – Terminal Specialist

Country: Albania

Location: Tirana

1. Overall description of the company

A place where change means opportunity for progress and innovation. A place where people with the ambition for peak performance can go beyond what is today and create what is tomorrow.

Work and grow with Telekom Albania!

2. Purpose of the Position

Responsible for managing device portfolio, from the device order up to the delivery of them in retail chain of Shops. Understanding of the organization's range of products/services as well as organization's philosophy and policies.

3. Key responsibilities

- Market monitoring and price setting for ensuring competitive position in the market of devices portfolio.
- Device stock management for identifying supply needs and following strategies of device stock movement.
- Preparing reports on device sales for evaluating portfolio performance and budgeting.
- Implement device-related service pricing in Telekom systems, following internal processes.
- Follow up and report internally and when required to vendors on stock levels, delivery times, sales volumes etc.
- Responsible for testing and approving the features of mobile terminals that are distributed through Telekom distribution network and ensure that they perform without problems with existing services.
- Responsible to organize, test and approve the customization of mobile handsets according to the company needs.
- Collaborate with suppliers of mobile devices, for immediate reporting and damage elimination, faults and requirements for new developments in regard to the testing.
- Provide feedback to the suppliers and all other involved departments in Telekom by generalizing, analyzing, evaluating, reporting and informing about technical condition, requirements and issues in relation to tested services and terminals. Proactively inform the line manager or relevant colleagues whenever a problem related to handset features and functions is detected.
- Provide the Procurement Department with technical requirements and evaluate technical proposals for terminals which will be procured by Telekom.
- Perform all other tasks, assigned by the line manager and in accordance with the employee's qualification and responsibilities.
- Participate in development of projects aiming at improvement of working conditions where needed.

4. Job requirements

Education: University Degree.

Experience: Product Management, Sales, Point of Sales promotions. At least three years of previous experience on the area.

Competencies/ soft skills: Ability to develop and deliver presentations. Strong interpersonal and communication skills. Maintaining a professional appearance and providing a positive company image to the public. Initiative & Creativity, Customer oriented skills, Negotiation skills. Experienced in business terms of Service Agreements, Experienced in Telecom Industry, Knowledge in Product & Services Implementation, Excellent English Language skills, Excellent MS Office skills.



ÇASTE QË NA LIDHIN.

*The interested candidates are invited to send their application documents until **18th of October** (a Cover Letter and a CV in English) at: jobs@telekom.com.al.*