



EXENO

Exeno sp. z o. o.

is seeking a

Supply Coordinator Specialist

Who we are:

- Exeno.com is a globally oriented e-commerce, offering a wide range of products from the categories of electronics, art, fashion and much more. We distinguish ourselves by offering payments exclusively in cryptocurrencies, without the need to convert them into fiat currencies.

What will you do:

- Manage the supply-chain for an e-commerce platform,
- Cooperate with an external supplier and logistical operator,
- Produce a daily sales report and transfer the findings to an external supplier,
- Oversee order completion and dispatch, both between the supplier and the logistics operator, and the logistics operator and e-shop clients,
- Maintain regular communication with our partners mentioned above,
- Communicate delivery notifications obtained from the logistics operator to the final recipient,
- Cooperate regularly with the Customer Support team and other internal teams.

We are looking for candidates with:

- Confidence working in English-speaking business environment: English proficiency to at least B2 standard,
- Good knowledge of Microsoft Office,
- Ability to work in a fast-paced environment,
- Knowledge of e-commerce and cryptocurrencies as an additional asset.

Additional info:

- Office-based role in an attractive location (ul. Bagno 2, Warszawa Śródmieście) with excellent communication links (1 min walk from Śródmieście M1 & M2 metro station).
- Standard working hours are Monday to Friday, 9AM to 6PM.
- We offer a casual work contract (*umowa zlecenie*), but are open to discussing alternative employment agreements on a case-by-case basis.
- We'll provide you with necessary equipment on site.

Apply by sending your CV to jobs@exeno.com. Please include the following declaration:
"Wyrażam zgodę na przetwarzanie moich danych osobowych przez Exeno sp. z o. o. W celu prowadzenia rekrutacji na aplikowane przeze mnie stanowisko".

Please note that only shortlisted candidates will be contacted.