

SALES ASSISTANT FRANCE (m/f/d)

Duties and Responsibilities:

- Support of key account managers throughout the entire customer care process
- Collaborate in the calculation and preparation of quotations
- Own the complete order processing in the merchandise management system, as well as monitoring of the delivery
- Collaborate in the handling of complaints and receivables management
- Correspond with national and international customers and partners
- Manage online product listings
- Projects from the sales area
- Manage schedules and timelines/deadlines to hit deliverables
- Communicate efficiently with internal and external members of the organization (including Asia, Retailers, etc.)
- Manage order flow process from beginning to end and propose solutions based on timelines to ensure on time deliverables
- Create invoices and credit notes
- Create reports and provide statistical information
- Administrative activities in the office & showroom support
- Monitor the process, identify any shortcomings and propose improvements
- Assist in the preparation and organizing of promotional materials and/or events

Qualifications

- Successfully completed commercial vocational training (preferably in wholesale and foreign trade) or business studies with a focus on sales/marketing
- Several years of professional experience in the consumer goods environment (food / non-food)
- Confident handling of MS Office programs, ideally knowledge of Sage X3
- Independent and goal-oriented working method
- Conscientious personality
- Strong and pronounced hands-on attitude
- A high degree of flexibility
- Committed team player with very good communication skills
- Ability to work in a fast paced environment
- Organized and detailed oriented, even in stressful situations
- Very good German, as well as French and English knowledge in word and writing, further language skills are a plus

We offer you:

- Varied and exciting activities in sales and export with very good development prospects
- Flat hierarchies and direct communication channels in an innovative company
- A versatile and exciting range of tasks in which you can bring your knowledge to bear

- An open and friendly working atmosphere
- A future-proof job in a growing company

If you have all these qualities and would like to develop personally and professionally and are also prepared to take on more responsibility in the foreseeable future, please send us your application with informative and complete documents, stating your earliest starting date and salary expectations.

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