

OFFRE D'EMPLOI

Bilingual English Sales Assistant (M/F) CDI

The company

Groupe Axenco : A French group consisting of several companies vertically integrated and aligned with the same mission: to enable the greatest number of people to optimise ambient comfort whilst reducing their energy bills! www.axenco.com

Job description

As part of the development of our brand Neomitis Ltd in the UK, we are looking for a **bilingual English speaking sales assistant**.

As part of the Group Sales Administration department (front, back and middle office), you will be responsible for:

- ✓ Maintain and develop the commercial relationship with the direction and the sales force in the UK
- ✓ Assist the UK Area Managers in their sales assignments
- ✓ Act as an interface between customers mainly located in the UK and all internal Axenco departments (marketing, logistics, procurement, accounting, after sales, technical, ...)
- ✓ Answer to the requests from customers, prospects and individuals
- ✓ Ensure the updating of monitoring dashboards and the production of activity reports
- ✓ Assist to the customer payments chase and follow-up

Profile description

Taste for commercial contacts and a strong sense of customer service.

Transparency, common sense, organizational skills and accuracy.

Bilingual English and fluency in English over the phone (understanding of different accents).

Expertise in the office pack and practice of Excel.

A knowledge of SAGE Commercial Management would be a plus.

Minimum 2/3 years of post-secondary education required.

First experience of at least 2 years in this type of position is preferred.

Contract: CDI- 169h - Salary: according to skills and experience

Location: Pont-Evêque (38) near Vienne and 30 km south of Lyon - Access possible by Train-Bus

Participation in the expenses related to the move in the area.

Full CV and cover letter to be sent to rhcom@imhotepcreation.com

UNE ENTITE DU GROUPE AXENCO MEMBRE DE BPIFRANCE EXCELLENCE