

Worldwide Distributor of Simulation Software Specialized in Electrotechnics.

Wishes to appoint

## **An Inside Sales Assistant**

### Company:

**PWSIM**, the Indian subsidiary of POWERSYS, distributes simulation software in the field of Electrical Engineering. **PWSIM** provides strong technical added value before and after sales for all matters concerning the software and its use. Our company organizes basic and advanced trainings on the software but also realizes any kind of consulting activity for the design and the optimization of various Power Systems (Powertrain, drive, Actuators,...). Our consulting team works closely with our users to help them achieve their design goals, providing comprehensive, reliable solutions for a range of challenges including optimized motor design.

With the prospect of our commercial development, we wish to appoint an Inside Sales Assistant.

### Job summary:

Your role will be to support the PWSIM team in all the back office tasks

### Responsibilities:

- Sales administration (quotations, orders, invoices, delivery sheets and parcels...)
- Assistance of Sales Managers (plan meetings and visits..)
- General administration (bookkeeping, mail, recordkeeping, database update)
- Events organization and/or trainings as well as travels of the team
- Follow-up of leads, customers and prospective customers
- Maintenance process management for sales renewal
- Reporting for POWERSYS France

### Qualifications required:

- You have a Diploma / BE with any Discipline with 0 – 2 yrs experience
- Preference given to EEE engineers
- you have a strong sense of responsibility and organizational skills
- you are dynamic and customer focused
- you are a team player and autonomous,
- you have strong interpersonal and client relationship skills,
- you have the ability to establish long term customer's satisfaction by understanding and delivering to their needs.
- you are at ease on the phone and with internet.

### Particulars

- Location: Chennai
- Starting date: immediate
- Path: 1 month training, 3 months' probation, permanent position
- Salary: Competitive
- Contact: [recrutement@powersys.fr](mailto:recrutement@powersys.fr)