



Distributor of Simulation Software Specialized in Electrotechnics.
Wishes to appoint

An Inside Sales Assistant

About us:

POWERSYS distributes simulation software in the field of electrotechnics and in particular JMAG simulation software developed in Japan by JSOL Corporation. POWERSYS provides strong technical added value before and after sales for all matters concerning the software and its use. From engineering services to software development, POWERSYS offers to industry, research and education a range of professional services covering electrical and electromechanical power systems (electric motors, generators, transformers, busbars, loudspeakers,...)

Job summary:

You will be a member of the sales department and you will work closely with the Sales Manager in Germany. Your role will be to support the Powersys team in Germany 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)
- Follow-up of leads, customers and prospective customers
- Follow-up and development of academic partnerships
- Operational follow-up of requests from POWERSYS France
- Reporting for POWERSYS France

Qualifications required:

- you have a strong sense of responsibility and organizational skills
- you are dynamic and customer focused
- You speak German and English
- 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.
- You have a bachelor degree
- You have a first work experience

Particulars:

- Job located in FFM.
- Job available as soon as possible.

Interested applicants please send application letter and CV to:

POWERSYS

Mireille HUE

Human Resources Manager

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www.powersys-solutions.com