



/// Sales & Marketing Assistant

Job Description

Sales & Marketing Assistant

MVG - Microwave vision Group has an open opportunity for a sales & marketing assistant. She/He will report to the Sales Director & Marketing Director and will work closely with the Sales and Marketing teams. She/He will oversee developing sales of products on catalogues and services. She/He will provide support to the Sales team, preparing quotation templates for products on catalogues and track services contracts renewal. She/He will also organize meetings, corporate events, exhibitions and trade shows in Asia, United States and Europe as well as attending some of them.

The main responsibilities of this role include:

- Preparing and designing quotation templates and product presentation (internal and external),
- Defining quotation tools to support the Sales process,
- Participating in the writing of quotations,
- Track and develop sales of services,
- Working with the marketing team on implementing the marketing strategy for the Group and particularly for small products and services,
- Organizing meetings, corporate events, exhibitions and trade shows in Asia, United States and Europe as well as attending some of them.

Qualifications:

- Bachelor or Master's degree in sales, marketing or engineering, with between 1 to 2 years of experience in an international and multicultural environment.
- Superior verbal/written communications skills.
- Excellent in planning and execution.
- English or American native speaker is a plus.
- Good teamwork spirit and pro-active learner. Your natural curiosity will help you to understand the technical aspects of our systems and products.
- Willing to travel (3 to 6 times/year) and work in an international environment.
- Proficient in Excel, Word and PowerPoint.

Position Based in Paris

Experience: +10 years

MVG

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