



## Sales Administration Assistant | UAN – 61AA68

**Department:** Sales / Sales Administration

**Location:** Office / Israel or India

**Type:** Full-time

---

### About the Role

As a Sales Administration Assistant at MVG, you will support the sales and presales teams by coordinating administrative activities, maintaining accurate records, and helping ensure smooth customer order and after-sales processes. This role directly contributes to efficient commercial operations for MVG's RF Safety, EMC/RF, and antenna testing measurement solutions. It is ideal for a highly organized, proactive professional who enjoys working with international teams and delivering responsive customer support.

---

### About MVG

MVG – Microwave Vision Group – is the global leader in electromagnetic field measurement solutions. With 400+ employees, offices across 4 continents, and over 25 years of consecutive growth, we help the world's most innovative companies test, validate, and push the boundaries of wireless technology. Our mission: Testing Connectivity for a Wireless World.

Join us to shape the future.

---

## Responsibilities

- Develop commercial offers for catalogue products and maintenance operations in coordination with sales and presales teams.
- Manage sales correspondence, emails, phone calls, customer inquiries, and routing of requests to the appropriate internal stakeholders.
- Ensure accurate maintenance of customer databases, sales records, opportunities, and updates in Salesforce CRM.
- Drive follow-up on opportunities, order status, product availability, delivery timelines, and after-sales service operations.
- Collaborate with commercial, operations, accounting, warehouse, logistics, and worldwide internal departments to support smooth sales operations.
- Implement accurate sales order processing and coordinate order fulfilment to support timely delivery to customers.

---

## Requirements

- Proven experience in an administrative, sales support, or sales administration role.
- Proficiency in MS Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Familiarity with Salesforce CRM software and ability to enter, monitor, and update opportunities accurately.
- Excellent written and verbal communication skills in English.
- Strong organizational and multitasking skills with high attention to detail.
- Ability to work independently and collaboratively in an international, multicultural environment.
- High school diploma or equivalent; associate's or bachelor's degree in business administration, sales, or a related field preferred.

---

## Nice to Have

- Knowledge of the electronics or telecommunications industry.
- Experience supporting sales operations for technical products or services.
- Customer service-oriented mindset with a positive, proactive approach to problem-solving.
- Comfort working across multiple global departments, including commercial, operations, accounting, warehouse, and logistics teams.

---

## **How to Apply**

For questions or more information, contact Dalia Smadar at [dalia.smadar@mvg-world.com](mailto:dalia.smadar@mvg-world.com) or Thierry Blin at [thierry.blin@mvg-world.com](mailto:thierry.blin@mvg-world.com).

*MVG - Testing Connectivity for a Wireless World*

*Special note: This role may require eligibility for access to classified or sensitive information under applicable national security laws. Possession of an active clearance is not required, and the company may conduct necessary background checks or request supporting documentation in compliance with applicable laws and regulations.*