



Sales Administration Assistant

| UAN - 61AA68

Department: Sales Administration / Sales Support

Location: Israel or India

Type: Full Time, Permanent

About the Role

We're looking for a Sales Administration Assistant to support MVG's sales and presales teams and help ensure smooth, accurate, and efficient commercial operations. In this role, you will maintain sales records, coordinate order processing, support customer communication, and work closely with commercial, operations, logistics, and accounting teams. This is a great opportunity for a highly organized, customer-focused profile who enjoys working in an international and multicultural environment.

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

Prepare commercial offers for catalogue products and maintenance operations.

Handle correspondence, emails, and phone calls, directing requests to the appropriate team members.

Maintain and update customer databases, sales records, and opportunities in Salesforce CRM.

Monitor and follow up on opportunities, after-sales service operations, and customer communications.

Coordinate with internal departments worldwide to support smooth sales operations and information flow.

Process sales orders accurately and support timely delivery in coordination with warehouse and logistics teams.

Respond to customer inquiries regarding order status, product availability, inventory levels, and delivery times.

Requirements*

Proven experience in an administrative or sales support role.

High school diploma or equivalent.

Proficiency in MS Office Suite, including Word, Excel, PowerPoint, and Outlook.

Familiarity with Salesforce CRM software.

Strong organizational and multitasking skills with attention to detail.

Excellent verbal and written communication skills in English.

Ability to work independently and as part of a team, with a customer-service mindset and positive attitude.

Nice to Have

Associate or bachelor's degree in business administration, sales, or a related field.

Knowledge of the electronics or telecommunications industry.

Experience working in an international environment.

Interest in RF Safety, EMC/RF, or antenna testing measurement solutions.

How to Apply

Send your CV and a short cover note to careers@mvg-world.com with the subject line: Sales Administration Assistant – Application. For questions or more information, contact Dalia Smadar or Thierry Blin. We look forward to hearing from you!

**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.*

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