



Only those who actively shape the future and promote ideas, will change the world. By producing clean energy, we can ensure a sustainable way of life. For over 40 years, meteocontrol has been one of the world's leading manufacturers of monitoring and SCADA solutions for photovoltaic power plants. The headquarters of meteocontrol is based in Augsburg (Germany) and extends its activity all over the world. With 180 employees around the world, we are able to meet local energy management requirements. We offer constructive services and actively contribute to the development of renewable energies. We are seeking additional support for our office in Lyon:

## Sales Assistant (m/f/d) – part-time

### Your tasks

- You support our French speaking customers and take care of their questions
- You process customer inquiries and based on this you prepare basic quotations and contracts in coordination with our sales department
- You process incoming orders and follow up on deliveries and RMAs if there are questions from our partners
- In addition, you support our sales department in general and administrative tasks e.g. taking care of the telephone, organization of business trips, monthly invoicing and expense reports
- You support events to increase customer satisfaction

### Your profile

- Commercial training
- Experienced in the field of office management or (sales) assistant activities
- Familiar with the common MS Office applications (Word, Excel, Power Point)
- French, English fluent (oral/written)
- Strong organizational skills
- Reliable and independent way of working
- Communicative, like to work in a team and in an international environment

We rely on motivated employees who drive technological progress in the energy industry through creativity, independent thinking and initiative. Innovative topics offer challenges for each individual. Our employees are satisfied and motivated because the corporate culture is right and identification with the company is high. Flat hierarchies allow open teamwork, thinking outside the box and assuming responsibility.

**Realise your ideas with us.** We look forward to receiving your application in English by e-mail. Please include the identifying number M309. We also ask you to provide your salary requirements and your earliest starting date.