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Assistant - Sales & Marketing

At Heliocentris Academia we develop, produce and distribute didactic materials for teaching skills and knowledge in the fields of renewable energy, hydrogen and fuel cells. Our training systems are focused on supporting technical training, higher education and research institutions.

Our team which range back to company initiation in 1996 is now looking for a highly motivated internal sales assistant to support sales, business development and marketing activities, more info below.

DUTIES

Support for two territory sales managers and one sales director by following activities;

- Research industry and market base to find new sales leads for engagement in sales activities
- Research current client database to find ways of re-activation of old accounts and partners
- Support customer requests with information, including offer creation and follow-up
- Support travel planning, obtaining necessary documents at embassies and consulates
- Order processing and tracking, logistics and export documentation, customs declarations etc.
- After-sales support coordination, scheduling calls for service technicians, complaint handling
- Database maintenance in CRM and ERP, keeping information and reporting up to date
- Preparation of sales meetings, customer visits and trade fair visits, scheduling calendars etc.
- With sales conceptualize and realize marketing activities, events, promotions and campaigns
- Compilation of statistics, tables and sales presentations

OBJECTIVES

- Short term: setup of communication and support for sales team and offices in Prague and Los Angeles according to the requirements given by the Sales Director and Sales Manager
- Medium term: Investigate and implement sales and marketing tactics
- Long term: Take lead of all inside sales and marketing activities of Heliocentris Academia

SKILLS & COMPETENCIES

- Competencies: Self-starter, Team work, Communication, Networking
- Skills: Organization- and planning talent, mother tongue German, fluent English, other languages advantageous, understanding of ERP and CRM software, Microsoft Office
- Experience: Junior level inside sales and marketing, first experiences with logistics would be an advantage

RELATIONSHIPS

- Workplace: Berlin office; currently Adlershof
- Team: six – eight colleagues in Berlin, more in Prague and Los Angeles
- Reporting: Reports directly to two Sales Managers, one locally in Berlin and one in Los Angeles

RENUMERATION

- Competitive package depending on experience

Applications (CV + Cover letter) to be sent to: hr@heliocentrisacademia.com

For further interest in this role, contact Nadjia Thomas: nadjia.thomas@heliocentrisacademia.com