

# Junior Sales Coordinator

**Company:** Terabee, High-Tech sensor and sensing solutions company

**Location:** France, Saint-Genis-Pouilly, (5km from Geneva airport)

**Contract:** Intern or Full-time

**Start date:** Immediate

**Reporting to:** Sales Coordinator

Terabee is a dynamic and fast-paced technology company that designs, develops and manufactures 2D and 3D Time-of-Flight sensors and thermal cameras, bringing new ideas and unique solutions to IoT/Smart Building, Industry 4.0 and robotics use cases.

We are now seeking a motivated and self-driven Junior Sales Coordinator to join our growing team! You will operate within a highly stimulating and international environment. You will be a team player with a creative mind, a sense of initiative, and a can-do attitude.

## Role and Responsibilities:

In this role, you will support the Sales Coordinator, working within the Sales team to enable Terabee to achieve its business and revenue goals by researching markets, identifying and segmenting target customer types, and by actively reaching out to make the first contact, nurturing leads to the point where they are ready to engage with our Business Development Managers, whilst maintaining control of CRM data and customer documentation. In particular, the role will include:

- Responsible for the customer identification and insertion into an opportunity pipeline.
- Run lists of interesting companies and identify relevant contacts to address for business development activities.
- Maintain a plan of action to ensure continuous and proactive outreach to new contacts, leading to the creation of new sales leads
- Identify industry associations, user groups, communities, and forums that can lead us to our target audiences
- Identify and generate Business Sales pipeline and show estimated contract values by stage (opportunity, lead and proposal).
- Maintain sales CRM at all times and ensure that all accurate documentation is presented.
- Follow up and monitor the progress of tenders to ensure response and submission of administrative files in a timely and accurate manner.
- Support the Sales Coordinator & Head of Sales in market intelligence and analysis of pipeline.
- Maintain all documents on the sales shared drives and content management system.

- Perform any other related job duties as requested by the Sales Coordinator.

## Profile:

- Thoughtful, resourceful, and well-organised self-starter with a strong passion for sales
- Excellent communication skills and command of the English language with an ability to communicate persuasively and convincingly in both written and verbal form
- Ability to produce clear and incisive analytical reports, using spreadsheets and similar tools.
- Familiarity with Google suite desired.
- Self-confident and hungry to open new sales dialogues and you'll easily shrug off the inevitable rejections that are part and parcel of early-stage sales opportunities
- Familiarity with CRM systems (ideally "Agile") and lead nurturing automation programs
- You'll be structured and organized, able to plan and execute work on time and with a minimum of supervision

This is a great opportunity to join a fast-paced, multicultural company in a high-growth stage where opportunities for personal growth and development abound.

Please send your CV and a letter of motivation to [careers@terabee.com](mailto:careers@terabee.com) with the subject line "Junior Sales Coordinator". We look forward to receiving your application.