

Sales Coordinator

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

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

Contract: Full-time

Start date: ...

Reporting to: Sales Director

Job Description:

Terabee is a dynamic and fast-paced technology company with the mission of enabling digital transformation in the Smart Building sector. Terabee designs, develops and manufactures 2D and 3D Time-of-Flight sensors, thermal cameras, radiofrequency systems and air quality devices, bringing them to unique solutions for IoT, Smart Buildings, Industry 4.0 and Environmental use cases.

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

Role and Responsibilities:

In this role, you will support the Sales and Marketing team in achieving its business and revenue goals. In particular, the role will include:

- Responsible for the Terabee Commercial phone and for answering calls, taking messages and passing to the appropriate people
- Production of customer quotations (web sales and B2B sales)
- Resolution of billing and payment enquiries from clients (web sales and B2B sales)
- Create customer accounts, profiles and discount schedules in WooCommerce (B2B sales and Web sales)
 - Management of WooCommerce information
- Ownership of the Customer Relationship Management (CRM) system to ensure its effective use, including setup, configuration, data import and management, report creation and production (B2B sales)
 - All Sales and Marketing customer data management and quality control (Synching sales lead new contacts to Mailchimp, purging and cleaning duplicates etc)
- Measurement & development of team KPI's and the design and production of regular reports (B2B sales, web sales, marketing)
- Work with the sales team to research and select trade shows (B2B sales)

- Plan and prepare for trade show participation, handling all the major logistics and travel arrangements (B2B sales)
- Research the main markets to:
 - Identify competitors and their products/solutions (Marketing)
 - identify potential customers and sales partners (B2B sales), identify the right contact and confirm the entire setup, to pass it to the KAM for further development, in line with the strategy defined by the Sales Director
- Conduct lead nurturing to ensure leads remain warm and convert into customers (B2B sales)
- Review, maintain and enhance sales & marketing support processes (B2B sales, web sales and Marketing)
- Support and assist Marcomms content creation process (Marketing)
 - Maintain the marcomms calendar
 - 'Project Manage' the content creation process to ensure all those who need to input - from initial brief to final sign-off - are informed and perform their actions on time
 - Smooth written English from non-English creators
 - Write social media or other content (Stretch objective for 6 months time, if this fits the profile)
- Language support. Review and smooth written English from non-English creators for critical proposals (B2B sales), and reports for CIR justification etc
- Support the Sales & Marketing Manager and CEO on relevant ad-hoc tasks as needed

Profile:

- 4+ years experience in the same or similar role
- Affinity for sales and marketing disciplines and a customer-centric mindset
- Excellent command of the English language with an ability to communicate clearly and concisely in both written and verbal form
- Ability to create, implement and enforce efficient sales operations processes
- You'll be structured and organized, able to plan and execute work on time and with a minimum of supervision
- An ability to multitask and show both enthusiasm and reactivity for learning new disciplines

This is a great opportunity to join a fast-paced 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 with the subject line "Sales Coordinator". We look forward to receiving your application.