

# Sales Assistant

**Position Location:** UK or Spain

KG Technologies is looking for an enthusiast, analytic and very detail-oriented person, someone who can join and support our enthusiastic and multi-cultural European team. A person who wants to learn new experiences, can help to expand our market share by engaging with existing accounts and prospects, and has a strong interest of growing within the company.

## Job Duties and Responsibilities:

**This role consists of ~50% sales admin tasks and 50% supporting business development activities:**

- Supporting the sales team on business development outreach, phone, email.
- Work closely with the sales team and the distributor network.
- Perform basic admin duties including processing orders, phone and CRM system.
- Responsible for the CRM system, entering new customers' information and preparing quotations, handling new purchase orders, sample requests, etc.
- Prepare, maintain, and archive Purchase Contracts, Distributor Agreements, quotations, supporting docs, and all documents related.
- Check data accuracy in orders and invoices.
- Contact clients and distributors to obtain missing information or answer queries.
- Registration and monitoring of European sales activity.
- Provide support to customers or distributors requesting information.
- Send and follow up on customers'/distributors' payments.
- Managing incoming requests from potential customers, identifying territory, and then redirecting them to the correct salesperson within the team.
- Assist with procedure documents and training booklets.
- Support improvement plans.
- Stay up-to-date with new products and features.
- Assist and participate in events, including tradeshow and company activities.

## Essential Skills and Experience:

- Previous sales working experience is preferred, no prior experience will ONLY be considered on highly motivated candidates.
- High-level written and verbal communication skills in English is a must. French, Spanish or German language is a plus.
- The candidate must be comfortable telephoning customers & prospects.
- Hands-on experience with CRM software and MS Office (MS Excel working knowledge required).
- Understanding of sales performance metrics.
- Excellent organizational and multitasking skills.
- A team player with high level of dedication.
- Ability to work under strict deadlines.
- Support and assist the Sales Managers and Management.
- Able to adapt to an evolving and hard-working environment.
- Ability to work independently and proactively.
- Excellent analytical and problem-solving skills.
- True team player to support where necessary.
- Detail-oriented.
- Fast learner.
- University degree.