



SALES & MARKETING ASSISTANT (VIE) | FRANKFURT - GERMANY

With offices in France, Germany, Japan, Greater China and the U.S.A, Yole Développement (Yole) the « More than Moore » company, provides market research, technology analysis, strategic consulting, media services and financial services to a worldwide customer base.

Covering emerging and disruptive silicon and micro manufacturing markets, the group supports companies, investors and R&D organizations by delivering comprehensive analysis that helps them understand the markets and technology trends critical to their business.

JOB DESCRIPTION

Our company creates a **Sales & Marketing Assistant** position under a VIE contract (Volunteer International Experience) to support us strengthening our activities in Europe. You will be responsible for a range of commercial and marketing tasks and ensure the smooth running of the office on a day-to-day basis. You will work in close and daily collaboration with Business Development Team based in Frankfurt.

Location: position based in Frankfurt (Germany).

YOUR RESPONSABILITIES

As a **Sales & Marketing Assistant**, you will be responsible to :

- Prepare the media and commercial presentations according to the customers meetings,
- Database management: register, clean and supply customer contact details,
- Follow-up the emailing campaigns,
- Receive and process of incoming customer requests during sales trips,
- Register the Purchase Orders under our CRM tool,
- To deliver the reports to customers,
- To ensure the interface with the Head Quarter Invoicing Department,
- Provide administrative support (supplies, logistics, telephone assistance...).

EDUCATION / EXPERIENCE

- Bachelor or Master Degree in the Sales Management field or Assistant Manager.
- Working languages: German (mother tongue or fluent), English (fluent), French (fair)
- First experience (internship) in Sales
- Strong partnership skills, and intellectual curiosity (specific interest in Technology)
- High level of autonomy
- Operational and fluent English and German

Please send your latest CV & cover letter to recruiting@yole.fr

