



SALES ASSISTANT

Location: Ahmedabad

Company Profile: IT software vendor

Responsibilities:

At a high level, our sales team would like to delegate some tasks to the new sales assistant:

- Entering data in our CRM system (customer, sales, contracts...)
- Preparing business document (quotes, contracts, orders to suppliers)
- Reaching out to customers for simple topics/requests

Description of the profile expected:

- No technical or business skills related to our software vendor business are expected.
- Good communication skills, both for writing and speaking English and French.
- Organised person, capable of following procedures and handling a large volumes of small actions
- Comfortable with a computer to perform classic business tasks.
- Positive, energetic and smart personality
- 2-3 years of experience

Please send your CV to employment.service@ifcci.org.in

About Indo-French Chamber of Commerce & Industry (IFCCI)

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