

The Usines Métallurgiques de Vallorbe SA, the world leader in precision files, is distributing their products in 5 continents and more than 80 countries. Our products such as files, rasps, rifflers or stalls are used by professionals and recognized for their high quality, the manufacturing of these products has shown our high level of expertise for over 100 years. Our unique production site is located in Vallorbe where we occupy 260 employees.

To strengthen our Sales Office team during a maternity leave, we are looking for a full time until February 2019

Sales Assistant

on a temporary basis

Fluent in English and Spanish.

In joining a dynamic team, in coordination with your Line Manager and Office Manager you will be responsible for

- Establishment of offers and quotes for our customers
- Customer Relations; in charge of managing orders from receipt to billing
- Provide support and information to customers over the phone
- Manage and monitor international shipping of orders
- Pro-active commercial follow-up
- Participate in trade fairs and assist customer visits

Your skills :

- Proven work experience in a similar role and excellent knowledge of the export documentation and the management of order tracking
- Very good communication skills, able to work alone as well as in a team
- Fluency in English and Spanish, German a real advantage
- Experienced handling of «MS Office» in particular Word, Excel and other «IT-Tools» ERP Interface
- Extremely well organized, responsible and flexible and able to work in stressful situations
- With a first successful experience of 3-4 years minimum

Date of entry: ASAP.

Would you be interested in joining a company whose product quality is recognized worldwide and be part of a young and motivated team? Please send us your application ASAP.

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For any further information, please contact Ms Marie-Claude Frossard, phone 021 843 94 27.

