



To strengthen its organization, Carlo Gavazzi France is looking for the following position:

Sales Administration & Technical Support

Ref. SalesAdm_TechSup_FR_2302

Responsibilities

- Inform and advise our customers on the technical solutions that we can provide
- Carry out cost inquiries, follow-up and re-launch of price offers with our customers and our network of distributors
- Manage customer relationship through different channels (telephone, email and ERP)
- Record orders via an ERP
- Check the availability of the products and production in connection with the factories and the various storage sites of the goods
- Plan and track deliveries in collaboration with carriers and/or the logistics or supply chain department
- Perform and track billing
- Process and resolve any dispute that may arise

Qualifications

- Mastery of IT tools, ERP and CRM type tool is essential
- Good working knowledge of Microsoft Office 365
- Strong technical skills, especially in the areas related to collaboration

Profile

- **Education:** Bac STI, BTS or DUT training in electronics and/or automation, and/or electrical engineering, knowledge of market of components (detection, switching, fieldbus, etc.)
- **Language:** fluency in written English is essential and spoken English is desired to communicate within the group
- **Business experience:** > 2 years with a first experience at manufacturer or distributor of electrical equipment in an equivalent position is desired
- **Character Traits:** Technical and commercial skills to independently analyze and define customer needs and propose appropriate solutions. Interpersonal skills for teamwork, as well as a great sense of customer relations are also necessary
- **Workplace:** based in ROISSY (95) – France
- **Type of contract:** permanent contract, full time

Please send your CV to french.team@carlogavazzi.fr indicating the reference of the position you are interested in (Ref. **SalesAdm_TechSup_FR_2302**).

Carlo Gavazzi is an international group active in designing, manufacturing, and marketing electronic equipment. Automation Components is the core business operated by Carlo Gavazzi Group.

Carlo Gavazzi products are marketed across Europe, America, and Asia-Pacific through a network of 22 own sales companies and around 60 independent national distributors.