



## Sales Administration Assistant

**Location: Massy (91) or Lannion (22)/ France**

**Contract: Full time**

**Department: Finance**

**Flexible work: mix on site - remote**

**Looking for an exciting and permanent job offering a variety of assignments and interactions?**

For over 20 years, Ekinops has been driving innovation in network systems. We provide solutions focused on the needs of a variety of communication service providers. We provide **open, trusted** and **innovative network connectivity** and enable our **customers' success** by delivering **high value-added** software-driven solutions. Today, over 120 international service providers, including numerous Tier 1 carriers around the world, trust our people and technologies.

Over 50% of our 500-strong team works in our multi-national R&D centers. Our company has a strong international background, with sales offices strategically located around the world.

### Duties and Responsibilities

As part of the Sales Admin team of 6 people, reporting to the Sales Administration Manager, you will have the following responsibilities:

- Manage customer orders
- Ensure the customer relationship
- Handle billing
- Coordinate deliveries with freight forwarders
- Prepare export documents
- Administrative tracking of shipments
- Compliance with internal procedures on the portfolio entrusted

### Profile and skills

- Pack Office computer tools
- Written and spoken English
- SAP knowledge appreciated.
- Organizational skills, curiosity, adaptability, good communication, team spirit

### Education

- Bac+2 International Business minimum
- 1-3 years' experience in Sales Administration or international logistics



## Package

- Entry level
- Profit sharing program
- Possibility to work remotely
- Meal subsidy

## To apply

Ekinops endeavours to be an employer of choice. Our teams are dedicated, imaginative and astute. We strive to work together around our core values, which includes dynamism, empowerment and customer focus.

Send your application to [hr@ekinops.com](mailto:hr@ekinops.com)