



Sales Assistant – Internship (6 months)

Technicis, professional translation expert

Technicis is the leading translation agency in the French market and is one of the top-three players in the European market. With double-digit growth and a young team, the Technicis group is undergoing rapid development, confirming its position as market leader.

Key figures

- No. 3 on the European professional translation market
- 320 employees around the world and 5,000 expert freelance translators
- International presence: France, Belgium, Canada, Spain, Finland, Italy, Czech Republic and Switzerland

Role

Working in one of our business units, you will report to the Sales Manager and carry out the following tasks:

- Creating mailing and prospection databases and 'cleaning' them before integrating them into CRM (duplications, invalid address post mailing, change of position on LinkedIn, etc.)
- Helping to prepare for trade shows: organising travel and hotels, preparing the database, writing and sending emails to arrange meetings, etc.
- Looking for new professional events: trade shows, workshops, seminars, after-work events, etc.
- Studying the competition: market prices, new competitors, trends, new services offered, etc.
- Helping to prepare tables and reports
- Assisting coordination between the Business Development teams of the different subsidiaries
- Supporting the migration to the new CRM

Your profile

You have a strong sales temperament and are driven by a challenge and results, and are able to create relationships. You are able to quickly identify potential clients and their structure.

Proficiency in desktop applications (Office pack) is a prerequisite. Knowledge of English is a plus.