

# Sales Operations Administrator

**Company:** Terabee, High-Tech sensor and sensing solutions company

**Location:** France, Saint-Genis-Pouilly, (Close to Geneva, next to CERN)

**Contract:** Full-time

**Reporting to:** Greg Watts (Sales & Marketing Manager)

## Job Description:

Terabee is a dynamic and fast-paced technology company that designs, develops and manufactures 2D and 3D sensors as well as thermal cameras, bringing new ideas and unique solutions to robotics, automation, IoT and Smart City challenges.

We are now seeking a motivated and self-driven Sales Operations Administrator to join our growing team! You will operate within a highly stimulating and international environment. You will be a team worker with a creative mind, a sense of initiative and a can-do attitude.

## Role and Responsibilities:

In this role, you will support the Sales and Marketing team in achieving its business and revenue goals. In particular, the role will include:

- Production of customer quotations
- Resolution of billing and payment enquiries from clients
- Ownership of the Customer Relationship Management (CRM) system to ensure its effective use, including setup, configuration, data import and management, report creation and production
- Measurement of team KPI's and the design and production of regular reports
- Work with the sales team to research and select trade shows
- Plan and prepare for trade show participation, handling all the major logistics and travel arrangements
- Review, maintain and enhance sales support processes
- Support the Sales & Marketing Manager and CEO on relevant ad-hoc tasks as needed

## Profile:

- 4+ years experience in the same or similar role
- Excellent command of the English language with an ability to communicate clearly and concisely in both written and verbal form
- Ability to create, implement and enforce efficient sales operations processes
- You'll be structured and organised, able to plan and execute work on time and with a minimum of supervision
- An ability to multitask and show both enthusiasm and reactivity for learning new disciplines

This is a great opportunity to join a fast-paced company in a high-growth stage where opportunities for personal growth and development abound.

Please send your CV and a letter of motivation to [careers@terabee.com](mailto:careers@terabee.com) with the subject line "Sales Operations Administrator". We look forward to receiving your application.