

International SALES ASSISTANT

ARC Europe S.A. is the international network of the European automobile clubs. It was formed in 1991 to address the needs of the business-to-business market by offering pan-European roadside assistance, travel and personal services. ARC Europe today is the largest supplier of roadside assistance services in Europe with an outstanding network in nearly 40 countries. Furthermore the company is entering new fields of activities like automated mobility, traffic information etc. In order to meet the increasing demand from the market and to strengthen its team in Brussels, ARC Europe is looking for a Sales Assistant.

ARC Europe
on the web:
www.arceurope.com

Function description:

1. Prepare customer meetings and prepare presentations
2. Coordinate marketing & sales activities (mailings, brochures, company website)
3. Follow up of customer projects
4. Organise logistics for international meetings and conferences, taking minutes, do follow-ups
5. Organise and maintain diary of Sales Director and Team and act as central point of contact during absence of these, ensure contact/update of urgent issues is maintained
6. Prepare travel requisitions, travel bookings and travel expense reports for Director and Team
7. Provide proactive administrative and secretarial support

Profile:

- Experience in team organisation
- Perfect English. Any other international languages would be a plus.
- Excellent knowledge of MS Office
- Good reporting skills and minutes taking
- Efficient in organising meetings and travel
- Be a keen communicator with awareness of cultural differences
- Able to multi-task and prioritise

Offer:

- An interesting job with plenty of variety in an international environment.
- Salary package in line with responsibilities.
- Start: as soon as possible

Interested?

Please send your short application by email to jobs@arceurope.com. Letter of application and max. 2 pages of CV , ideally in English. Also indicate your salary expectation and your availability.

Your reply to:
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