

SALES ADMINISTRATIVE ASSISTANT - FLUENT IN FRENCH / ENGLISH - PART TIME 24 Hrs (FLEXIBLE)

Part of the ACROTEC Group, Vardeco SA and its US based company Vardeco Inc have been manufacturing and distributing high precision machined parts for electronic and connectors industry for over 30 years.

Summary of Position

To support our growing business in North America, we are seeking experienced Sales Administrative Assistant: order entry into our CRM, creation of RFQ / RFP, logistic tracking and correspondence with our French Speaking Swiss / French production partners. Strong admin skills, accurate and efficient data entry, professional communication skills both verbal and written in French. Position located in Westborough, MA

Responsibilities

- Supporting the Sales team
- Sales and purchase orders entry
- Building and confirming price quotations to US based customers
- Tracking International shipments
- Expediting orders from production partners (Switzerland and France, USA)
- Invoicing and following up payments
- Professional verbal and written correspondence
- Travel arrangements

Requirements

Strong verbal and written communication in French and English
Microsoft Office skills (Outlook, Word, Excel, Power Point...)
Requires strong organizational skills and ability to work independently

Apply and send your resume to Sam Banon : sam.banon@acrotec.ch