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# Customer & Sales Support

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## **Job Description**

The Customer & Sales Support is responsible for quoting the appropriate equipment to the customers, follow up the open opportunities and support to the Area Managers with commercial issues on important quotations or tenders.

**Job Title:** Customer & Sales Support

**Location:** Madrid Province

**Hours:** Full Time

**Salary:** 900 €/month

**Contract:** Internship for 6 months with possibility to join permanently as Spain Sales Engineer.

**Reporting to:** Commercial & Marketing Director

## **About SMC**

SMC is a fully independent, mid-size company that designs, manufactures and sells testing and measurement equipment for the electric industry since 1986.

## **Role Information:**

- Prepare quotations and document public biddings
- Support the Area Sales Managers in their daily business
- Support the sales team in important customer events and fairs on site
- Update of our CRM customer database (data entry and quotations follow up)
- General office management tasks will also be among your tasks

## **Skills, Personal Qualities and role requirements**

- Communication Skills (presentations and verbal skills)
- Self-confidence and problem solving attitude
- Goal and team oriented
- Ethical behavior
- The language requirements are English at B2 level.
- Racial and gender tolerance and respectful behavior
- MS Office package mid-level user

## **Education Requirements**

- Bachelor Degree in Electrical Engineering