

Sales Co-ordinator

Based at Callisto, near Toulouse in France www.callisto-space.com

Callisto is an engineering company working in satellite communications. We design and manufacture specialist, high performance equipment used in space exploration, astronomy and earth observation.

Our business is expanding quickly and we are looking for a new Sales Co-ordinator, to join our growing team in our main office in Villefranche-de-Lauragais, about 35 km east of Toulouse.

Working alongside our CEO and COO, this exciting new role involves the day-to-day management of Callisto's sales in a busy and varied customer-focused environment.

The role includes:

1. Managing website enquiries
2. Managing the CRM
3. Preparing quotations
4. Supporting the preparation of proposals
5. Monitoring sales leads
6. Preparing quarterly sales reports
7. Reviewing customer purchase orders and contracts
8. Managing marketing tools including the website, social media, newsletters and brochures
9. Helping to prepare for trade shows

We are looking for a proactive and confident person who is also:

1. Fluent in written and spoken English
2. Competent in written and spoken French
3. Educated to a good general standard
4. Positive, motivated and flexible
5. Able to work effectively in a small company environment
6. Good at communicating, both orally and in writing
7. Computer literate – MS Word and MS Excel
8. An EU national or holder of a current valid permit to work in an EU country

As well as the opportunity to work in a dynamic, high-tech and professional work environment, we offer a starting salary between €25000 and €30000 depending on experience and qualifications and a package that includes health insurance, pension and sick pay. Callisto also has an employee savings scheme linked to company performance and can consider a relocation allowance.

The position, which will be subject to French national employment conditions, will be for a permanent contract after a four month trial period.

To find out more about or to apply, please contact Magali Fauré on +33 561 800 807 or email her at magali.faure@callisto-space.com

Callisto is at 12 Avenue de Borde Blanche, 31290 Villefranche de Lauragais, France. www.callisto-space.com.