



We are looking for:

Sales / Executive Assistant

Location : Düsseldorf, Germany

For our expanding businesses, within the Sales Organization we are searching for our Office in Düsseldorf (Germany) a Sales/ Executive Assistant

About us:

Since 2012, ABOX42 successfully offers international B2B TV Solutions. As a technology partner, ABOX42 delivers TV and VOD platforms with hardware and cloud services to cable network operators, FTTH providers, Internet service providers, and telecom companies.

Our portfolio ranges from the design and manufacturing of Smart Set-Top Boxes to fully hosted and fully managed end-to-end life-cycle-management services in the cloud.

ABOX42 also combine the Smart TV world with the capabilities of Smart Home and IoT.

We are a 42+ team in Germany, Hong Kong, Shenzhen, United Kingdom and Eastern Europe with men and women who make things happen together. As a team we share values and goals.

We are looking for:

People with the same mindset, people who have already proven that sporty goals and challenges are two important things in their lives.

Through daily communication with our product management, the team knows the common product objectives and latest developments in the market that affect our products. Everyone on the team wants to be close to the "pulse of the products" and also uses these products at home.

Because of our own requirements as a team and the requirements that our demanding customers have, our goals are also linked to constant learning in new areas. One of the strengths that characterizes us.

But our flexibility as a team also characterizes our success. We quickly respond to changes in the requirements in a well-balanced manner. A property that is highly appreciated by our customers and is represented by everyone in the team.

Product concepts are set up in a way that the team can act in their own responsibility when implementing these concepts. In addition to concepts, each individual in the team, with their roadmaps, progress tracking and quality assurance, creates a high degree of transparency for the daily progress of the implementation. This leads to a high acceptance of the results of each individual in the team.

And we´ allowed to be happy, because the daily joy and the best care possible, offered in the company, is an important factor for our motivation in the team.



Your Role:

Data and Research Assistance

- Support our international Sales team with market analysis, research as part of our lead-generation & qualification process
- Work closely with the international sales team and marketing team to organize lead generation (e.g. for exhibitions / tradeshow) and focused sales campaigns
- Collect and prepare information used for presentations and meetings for executive and Sales team
- Document meetings including weekly Sales calls.
- Administrate CRM System for Sales Team
- Generate and organize sales reports and analysis for international sales team and assist in the interpretation of data
- Support sales executives with sales analysis, presentations, and special projects as needed

Project Coordination/Assistance

- Licensing Project: Manage licensing contracts and run royalty reports periodically
- Manage special projects for sales team
- Work cross-functionally with international sales team, marketing, supply chain & logistics and central services departments on special projects

Administrative Responsibilities

- Plan and Organize and manage daily calendar for GM and sales management
- Coordinate all travel arrangements for Sales Team for domestic and international travel, including flights, hotels and ground transportation.
- Manage weekly staff meetings and quarterly Sales Meetings including travel, agenda/material preparations and on-site support.
- Office Management for the Düsseldorf office (Including; Ordering Supplies, Bookings, Scanning and Filling Documents, Approval Forms)
- Coordinates customer and partner visits (reservations, schedule coordinator for attendees, lunches, marketing material, PP, etc.)



Your Qualification:

- Minimum of 2-3 years of experience in similar role
- Ability to work independently as well as in a team environment, which includes a collaborative attitude, flexibility and client-facing communication
- Strong organizational skills: ability to multi-task, prioritize and manage time effectively while also maintaining accuracy and attention to detail
- Able to take full responsibility and assist in providing full transparency throughout the Sales Organization
- Ability to prioritize projects and requests
- Analytical ability and problem-solving capabilities
- Excellent written and verbal communication skills (Fluency in: German & English)
- Highly disciplined, self-motivated, and delivery-focused individual
- Ability to meet deadlines and key deliverables with attention to detail
- Advanced Proficiency in: (Excel, Word, PowerPoint, Mail)

Your Responsibilities:

The Executive/Sales Assistant supports ABOX42's GM and the international sales management team in our Düsseldorf sales offices. This role requires someone who is very detail oriented, energetic, self-motivated and pro-active with the ability to multi-task and handle different challenges throughout each day. The role's main focus is on administrative support to the GM and sales management team within the organization while also providing data & research and project coordination assistance.

ABOX42 GmbH offers:

- Well established company with long-term customers and excellent reputation worldwide in the telecommunication industry
- Growing business in both TV and Smart Home sectors
- Highly innovative company with lean management and short decision processes
- High-Quality, proven production and delivery processes
- International team with over 10 nationalities and English as company language
- Motivated team with a great corporate culture
- A place to learn and grow

Does that sound exciting? Then you could be the new colleague in our ABOX42 team. We are looking forward to receiving your meaningful application with CV and references via email. You are welcome to name references.

Contact: ABOX42 GmbH, Mrs. Susanne Anselment, jobs@abox42.com, <http://www.abox42.com>