



## International Sales Administrator (French/English speaking)

*Peerless-AV, Unit 2 Curo Park, Frogmore, St Albans AL2 2DD*

Type: Permanent

Salary: Competitive plus benefits

Hours: 37.5 per week (Mon – Fri)

Available: ASAP

<https://eu.peerless-av.com/>

Please apply to [HR@Peerless-av.eu.com](mailto:HR@Peerless-av.eu.com)

### ABOUT US

Peerless-AV is Europe's leading digital signage manufacturer, and as a business we provide Digital Signage and AV mounting solutions across range of vertical markets via our channel partners. Our European HQ is based in St Albans, Hertfordshire and from here we supply customers in the UK, Europe, Middle East, and Africa.

### THE ROLE

A vacancy has arisen within our organisation for a Multilingual International Sales Administrator based at our HQ in St Albans, Hertfordshire. The successful applicant will help support all areas of the Sales Administration function and will be required to deliver a timely and accurate service to both internal stakeholders and customers.

The role involves multitasking and would be suited to someone who is self-motivated, methodical, and flexible in their approach to work whilst demonstrating attention to detail and excellent communication skills (written & Verbal). You should be someone who enjoys working as part of a team in a fast-paced, process driven environment. The position reports to the International Sales Supervisor who in turn reports to the Operations Director.

Ideally, the successful candidate will be familiar with European business customs and must be fluent in both English and French (written and spoken) as they will be responsible for supporting colleagues and customers based in France.

Experience of sales administration, internal sales or other customer facing roles would be helpful but is not essential, as sales and product training will be provided to the successful candidate.

### KEY TASKS

- Handling the customer order process using our ERP system from order entry to receipt of product by customer, including product returns.
- Dealing with customer sales enquires including specifying the correct product
- Maintaining product knowledge to enable prompt and accurate first line technical support
- Carry out administration functions such as maintain records, filing, literature requests etc

### SKILLS REQUIRED

- You must be fluent in spoken and written English and French
- Educated to A level standard or higher (or equivalent)
- Possess the ability to deal with the deadlines and pressure that comes from customer facing roles
- Possess the ability to communicate across cultures, language, and business hierarchy

### DESIRED EXPERIENCE

- Experience in a computer process-based sales administration type role using language skills
- Experience using a complicated ERP system such as SAP, IFS or similar
- MS Office – Excel, Word, and Outlook
- Full driving licence