



ANYWAVES
CONTROL MATERIAL TO MASTER WAVES

*Job offer
Toulouse (France), September 2021*

Sales Assistant

About ANYWAVES

ANYWAVES develops revolutionary antennas for the satellite constellations market. Based on a breakthrough technology and an expert team, ANYWAVES designs and manufactures according to space standards a new generation of high quality antennas, on demand or off-the-shelf.

Unique European « pure player » antenna equipment manufacturer, ANYWAVES has sold more than 90 flight models since its inception in 2017 and reached a 1-million euro turn-over in 2020. Based in Toulouse (France), the European Space capital, the company aims to become the leader of miniature antennas for critical systems.

About the position

Reporting to ANYWAVES Chief Commercial Officer (CCO), your role consists in assisting him in the management of commercial activities.

As such, both personal and professional skills are required to optimize this management.

Your missions:

Draw up quotes & manage the customers database

- Make and send quotes
- Once quotes sent, deal with the follow-up
- Arrange customers monitoring meetings in conjunction with the CCO
- Maintain the customer relationship thanks to emailing or calls sharing ANYWAVES latest news

Administrative Management

- Assist the Commercial Department in its daily activities, such as :
 - * Set up NDA or any other administrative documents needed in the frame of calls for tenders
 - * Prepare customers records
 - * Deal with unsolicited applications and share profiles with ANYWAVES's team
- Help the CCO regarding the customers database management via a dedicated tool (Sylob ERP)
- Assists the CCO with the Commercial Department administrative management (expense reports, meetings, ...)

Commercial prospecting and trade shows

- Assist the Commercial Department in trade shows management with activities such as:
 - * Prospecting and identifying the customers taking part to relevant trade shows
 - * Dealing with business trips organisation, both in France and abroad
 - * Dealing with trade shows registration
 - * Scheduling BtoB meetings before trade shows
- Deal with the first follow-up after trade shows attendance : share prospects details, send commercial documents and manage the customers database

Quality and Safety

Respect and contribute to ANYWAVES Quality Management System & Information Safety Management System

Additional information

Professional and personal skills

- Excellent verbal and written communications skills, including facilitation of group presentations
- Queries analyse and management
- Intermediate English is mandatory, other languages appreciated
- Ability to organize, prioritize, multitask, be flexible and meet deadlines
- Rigorous team player
- Computer skills (Microsoft Office)
- Responsiveness and spirit of initiative
- Discretion and respect for confidentiality

Training and Experience

- BTEC Higher National Diploma (French "BTS") as Executive / Manager / Sales assistant
- Professional experience : 3+ years

Nice to have

- First experience in the space industry
- Familiar with the use of an ERP
- Basic legal knowledge (NDA, General Terms and Conditions of Business)
- Experience in sales management

Contract type : fixed-term contract (6 to 9 months), based in Toulouse, France (31000)

To apply for this job, please send your resume and your cover letter to gregory.beddeleem@anywaves.eu

ANYWAVES

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