

**Sales Administration | Athens, Attica**

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Company: Entersoft

Location: Greece

Category: other-general

**We are Entersoft Group of companies**, leading business software and services provider in South East Europe and the Middle East offering a comprehensive and integrated business software suite with ERP, CRM, Retail, WMS, Mobile, e-Commerce and B.I. applications.

Our **mission** is to provide constantly innovative and effective full range integrated Enterprise Applications along with high quality services and support our customers to ensure optimized efficiency. With more than 20 years of experience, 4.000 customers and 500 employees, we continuously invest in advanced technologies and professional development of our people to ensure maximum efficiency and long-term collaborations.

#### **About the Role:**

Work as part of a larger sales team that operates on a targeted Account Planning with the following responsibilities:

Respond to incoming email/phone customer enquiries and coordinate appointments and meetings

Collaborate with team members on coordinating and organizing procedures for Account management (offers, contracts, documents, etc.)

Prepare and deliver appropriate presentations on products and services

Provide input about customers and articulate how our business model fits a prospect's needs for the offer preparation

Keep management informed by creating and reviewing accurate reports, analyzing and summarizing information

Keep Entersoft software up to date

**Requirement:**

Between 2-3 years' experience in sales or business development ideally in the IT Industry

Degree (BSc/MSc/Equivalent) in Economics, Business Administration, or in a business-related field

Excellent knowledge of MS Office

Excellent verbal and written communication skills both in Bulgarian and English

Attention to details and process management skills

Results oriented, positive thinking and passionate

Team player and doer

**What we offer:**

For the right talent that want to be part of our innovation-driven environment and high-performance culture, our offering includes:

Competitive remuneration package

Private health insurance plan

Free use of company bus

Training and development opportunities

A positive and supportive working environment

**How to apply :**

If you are interested in this career opportunity, then we are eager to get to know you! All applicants will be treated in strict confidence.

To apply for this role please send your CV at [jobs@entersoft.gr](mailto:jobs@entersoft.gr).

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