



SALES ADMINISTRATIVE ASSISTANT

Do you stand out because of your self-sufficiency and your organization sense? Can you easily adapt to new situations and you like administrative tasks?

Performance, innovation, and family mean something to you and inspire you?

We have what you are looking for as we are currently looking for an Administrative Assistant for our **VOSKER** division.

Under the supervision of the General Manager-VOSKER, your main functions will be to assist him in the functions related to the coordination of administrative procedures as well as in the activities of the Sales department.

The Techno-X Group and its companies are inspired by the desire to surpass themselves and push the limits. We are revolutionizing the fields of security, technology, customer service, and outdoor activities, thanks to our innovative products and services.

You want to know more?

As part of their functions, the incumbent will, among other things, have to:

Sales

- Create reports comparing the previous year's sales, sales projections, and actual sales, and forward them to the appropriate people.
- Support representatives and directors in the administrative management of their clients (opening files, follow-ups, etc.).
- Manage the promotion calendar project.

Management

- Create the reports asked by management.
- Prepare management meetings.
- Prepare, write, and verify some documents and presentation materials.
- Assist the follow-ups of certain files/projects.
- Participate in meetings to take notes and make the necessary follow-ups.
- Keep the agenda and emails of the General Manager up to date.





Required skills

- SSVD in secretariat or other related training.
- At least five years of experience in a similar position.
- You can easily work with various software such as those of MS Office.
- You are organized, resourceful, self-sufficient, and can easily adapt to new situations.
- You manage stress well.
- You have good communication skills in both French and English.

Why should you choose the Techno-X Group?

- First of all, a work environment where performance, innovation, and family are valued!
- A work-life balance.
- Schedule flexibility for early and late risers.
- No traffic, you can work directly from home.
- Free 24/7 access to an online doctor.
- A diversified company with a variety of challenges: you can't get bored.
- A group insurance, because we want to take care of our people.

It is now your turn to tell us about yourself. All you have to do is apply!

