

JOB DESCRIPTION

The *Sales Consultant* plays a central role as part of the Sales team in its primary and administrative duties, and also provides high class customer service to increase company's growth and revenue.

RESPONSABILITIES AND DUTIES

- Ensure high levels of customer satisfaction through excellent sales support service;
- Supports sales and Backoffice activities as customer interaction, contracts on licenses and renewals, business partner events, etc.;
- Update commercial information and verify data quality including cross-check in CRM and Financial Systems;
- Support the sales team in creating (complex) quotations including the production of underlying business calculations;
- Assist the sales team in selecting the right solution in line with customer needs and requirements;
- Globally understand product features and benefits;
- Undertake daily administrative tasks to ensure coordination of the department's activities;
- Continuously interact with the team and provide reminders of commercial activities such as license Renewal Dates;
- Prepare and update spreadsheets, databases and inventories with statistical, financial and non-financial information;
- Assist in the organization of promotional events, campaigns and attend them to facilitate their success;
- Provide continuous support to the team throughout the sales cycle.

REQUIREMENTS

- Proven work experience in sales or similar role;
- Basic understanding of sales principles, customer service practices and office management principles;
- Demonstrable ability to multi-task and adhere to deadlines;
- Well-organized with a customer-oriented approach;
- Good interpersonal skills;
- Excellent communication skills, both written and verbal, in English, Spanish, Portuguese or another language is a plus;
- Proactive, Friendly, helpful, confident and engaging personality;
- Strong work ethic, self-motivated;
- Always demonstrate responsibility, honesty and integrity;
- Focused on goals and priorities and well organized;
- Excellent knowledge of MS Office, mainly Excel, and, as plus, Microsoft Dynamics 365 CRM (Sales).

WE ARE OFFERING

- Joining a team that seeks to value and recognize each individual. A dynamic, flexible team that rewards merit and talent, promoting team spirit, goodwill and interaction;
- Participation in international challenging and highly innovative projects;
- **Ongoing training** and career development
- **Long-term career opportunity**, stability and working within a competitive environment that promotes professional and personal growth

APPLY AT: recruitment@latourrette-consulting.com

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