



Our Company Customer, is the Spanish subsidiary ,based in Barcelona ,of a holding one hundred percent dedicated to solar photovoltaics Industry. It´s growth strategy has been focused to the acquisition of leaders companies in the same industry in order to propose it´s own modules to their customers.With more than 20 years of experience in the solar industry our customer is nowadays the third main providers in the german market.

With more than 800 employees our customer is a stock exchange company.

Position: *BackOffice Assistant*
Reporting line: *General Manager*

Main purpose of job

To coordinate and provide full support on sales, marketing and administrative areas

Functional areas of responsibility:

- *Sales dispo & orders (SAP Management)*
- *Marketing Activities*
- *Office Administration*
- *Accounting Support*
- *Management Support*

Main responsibilities

- *Introduce in SAP new sales offers and orders coming from the sales representatives.*
- *Provide operational support and assistance to sales representatives in their duty to acquire new accounts and sales.*
- *Check, forecast and monitor product availability in our IT systems.*
- *Carry out sales statistical analysis and reports as required.*
- *Have fluent communication with different headquarters departmental areas.*
- *Take proactive action to support marketing activities (fairs, press interviews, newsletters, catalogue, website maintenance)*
- *Support logistics activities.*
- *Responsibility over monthly newsletter (content and publication)*
- *Make sure all the required product manuals and marketing brochures are translated to Spanish and available at anytime.*
- *Develop and implement all necessary administrative policies and procedures to ensure that the company continues to operate efficiently and effectively.*
- *Monitor the performance of all the external service suppliers (fiscal advisors, lawyers) to ensure that they provide the required level of support.*
- *Screen and respond to all incoming telephone calls and take action as appropriate.*
- *Receive visitors to the office and CSES facilities.*
- *Attend and minute meeting on demand and arrange for the distribution of the minutes*
- *Make all travel arrangements for the CSES personnel.*

- *Process payments and invoices accurately and in accordance with closely defined procedures and timescale.*
- *Carry out any accounting statistical analysis and produce reports as required.*
- *Support the management with administrative task.*

Knowledge, skills and experience required

- *A degree-level qualification.*
- *Excellent English, German and Spanish language skills.*
- *2-4 years experience as sales and administrative support.*
- *Basic accounting knowledge.*
- *Experienced in the PV Sector will be valuable.*
- *Excellent interpersonal skills.*
- *Good organizing skills.*
- *Tact and discretion.*
- *Hard worker.*
- *Rigorous person, organized proactive, result oriented and efficient.*
- *Easy going person with a constructive and positive character.*

We Offer

- *Job status Full Time*
- *Good job climate environment*
- *Open-ended contract*
- *Barcelona Town Center office*