

---

<b><u>Job Title</u></b>	:	Internal Sales Executive ( <b>French</b> )
<b><u>Region</u></b>	:	Amsterdam, The Netherlands
<b><u>Languages</u></b>	:	Fluent French, English and Spanish is an advantage

---

## **Responsibilities:**

As a member of the sales team, you will be primarily responsible for the daily administrative tasks to help support the Europe based Territory Managers, organize incoming leads, maintain contact with existing customers and contact prospects. Reporting directly to the Director, European Sales.

## **Sales Support**

- Enter sales orders in the CRM system
- Track leads through the sales system
- Verify partner order reports against booked orders
- Verify sales orders on accuracy and correct customer details
- Consolidate weekly sales pipeline report
- Report updates on weekly sales call

## **Lead Management**

- Management of all leads generated from events, campaigns and internet sources
- Import sales leads into CRM and track lead sources from capture to close
- Run reports in CRM in order to determine ROI and communicate results
- Assist in pulling database lists for marketing campaigns

## **Outbound Sales**

- Follow up on sales leads
- Contact existing customers for license renewal
- Work with the External Sales team on a team target

**Required Skills, Education or Experience:**

- 1 year minimum sales administrative experience, preferably in information technology
- 2 years proven track record in an inside sales role
- Keen interest in developing a career in sales
- Understanding of software licence administration
- The ability to analyse, manipulate and interpret data
- Detail oriented with proven multi tasking skills
- Good communicator – verbal and written
- Good MS office skills
- Ability to work under pressure and to tight deadlines
- Ability to use initiative and work independently

For more information and to express interest please submit your CV to  
[Lenny.kikis@octagon.nl](mailto:Lenny.kikis@octagon.nl)