

Sales Support Assistant

Traxon Technologies is a leading manufacturer in the LED based lighting systems industry who combine state-of-the-art technology with award winning design concepts to create unique and innovative lighting products and solutions. Traxon Technologies is the inventor of the award winning Mood Light™, the market leader in LED lifestyle products and at the forefront of technology and design. Traxon operates globally in over 40 countries to various markets, including retail, entertainment, architectural, signage and display.

The UK division of Traxon is currently accepting applications for an internship.

Job title: Sales Support Assistant

Period:

This job is an internship for a period of 6 months with the possibility of a permanent placement.

Job description:

Reporting to the Office Manager you will undertake duties to include- Online research, database management, customer relations activity via the telephone and aiding the sales team with various activities including quotes.

Job requirements:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Proficiency in the use an application of the internet.
- Excellent organizational skills
- Fluent English
- Clear, Friendly and polite telephone manner
- A minimum of G.C.S.E. Mathematics and English of at least grade C or above. (Or the equivalent)
- Upbeat team player with a can do attitude.
- An interest in technical knowledge would also be helpful but is not a necessity.

We are a young and dynamic company full of energy and verve to revolutionize our industry with innovative products and ideas. A positive approach and strong commitment within our team and towards our clients and suppliers are the basis for our success and expected from all team members.

Please submit your CV and covering letter to Ms Casey Ryan at: Casey.ryan@traxon-uk.com
We look forward to hearing from you!