

Fast-growing, entrepreneurial company with internationally renowned language industry expertise is looking for a **French speaking Sales and Administration Assistant**. You will be working for both the MD and the sales team providing efficient support. Our client is based in central London, and the **role is to start ASAP**.

ROLE:

Assisting the MD:

- Coordinating the answers to tenders and questionnaires with several teams (IT, Legal, Pre-Sales)
- Liaising with internal lawyer for the approval of clients' non-disclosure agreements
- Office management including administrative tasks, mailing, stationery, expenses, courier, organising stand for events, etc

Assisting the sales team:

- Preparing the sales proposals: word count, quote on the CRM, assessment of the feasibility of the project
- Liaising with the production team and the client on some occasions about the sales' projects
- Liaising with notary (booking & attending meetings)
- Handling the projects for Individuals from A to Z
- Updating the CRM

PROFILE:

- Fluent French and English
- 3 years' experience in a similar position
- A strong team player with a start-up mind-set
- Ability to work under pressure
- Flexible, multitask with strong attention to details
- Ability to work from 10am to 7pm

SALARY

£25K - £28K / year + Bonus upon achievement