

**Type of contract:** Full time/ Undetermined

To support its growing operations in Luxembourg, Datacenter Luxembourg S.A. ([www.datacenter.eu](http://www.datacenter.eu)) is looking for a:

## Sales Assistant (m/f)

Datacenter.eu, a market leading Internet, Cloud and Colocation Services Provider is seeking a full time Sales Assistant. This role will be part of the Sales team. Your mission will be as follows:

- Writing and preparing contract proposal and commercial offers for the sales team
- Providing customers with information on product and services delivery when/if required
- Coordinating and assisting during the organization of professional events
- Following and processing data in the CRM tool
- Archiving and organizing all commercial documents according to the company standards
- Office management
- Welcoming customers

### EXPERIENCE AND KEY COMPETENCES

- Diploma Bac +2 to Bac +3 in business administration or sales support
- Minimum 2 years of confirmed experience in sales support or business administration or related position
- Strong knowledge of MS Office suite
- Proficiency in Salesforce platform would be considered as a plus
- Excellent organization skills, being able to provide a meticulous and well structured work
- Great communication skills to answer and manage customer inquiries
- Ability to adapt to new business requirements when required
- Good French and English language skills are mandatory (spoken and written), any other language is considered as a plus

Reactive, flexible, open-minded and with a mind set to solve problems, your team spirit as well as your communication skills are an asset to succeed in this position.

Interested candidates can apply for this position by submitting their CV and cover letter via email using the following email address: [jobs@datacenter.eu](mailto:jobs@datacenter.eu) or via postal mail using the following address:

Datacenter Luxembourg S.A. - Human Resources Department  
202, Z.A.E. Wolser F  
L-3290 Bettembourg