

USP Solutions is the world leading Demo Development Expert for the cosmetic industry. Our Skin-, Hair, Deo- and UV tools have successfully supported brand activation campaigns of companies such as UNILEVER, L'Oréal, P&G, J&J and Beiersdorf, in more than 70 countries worldwide.

USP Solutions is headquartered in Klagenfurt, Austria with offices in Singapore and Paris.

To support and drive our inbound marketing and outbound sales activities we are looking for a

Sales Development Assistant (f/m)

(www.usp.at)

At USP Solutions Business Development is an important part of the Sales Support Department. All our activities are centred on generating sales ready leads for our sales team. As Sales Development Assistant, you will have direct contact with potential leads and future customers.

Your full- or part-time role will include a full range of sales support duties including:

- online lead research
- preparation of postal mailings
- preparation and execution of e-mail campaigns
- responding to inbound and outbound inquiries
- reporting
- support of the sales team in organizing valuable sales meetings

Qualifications:

This position will suit you if you have excellent interpersonal and communication skills, and office management experience. You need to be self-motivated, highly reliable and have organisational and problem-solving skills. Fluent written and spoken English skills are a must (German not essential). Furthermore, you are familiar with MS Office and are well versed in the usage of IT systems. Knowledge of Salesforce, SharePoint, Marketo and Cadence are of additional advantage. Strong emotional intelligence will help you meet customers' needs in different cultural environments.

Offer:

We offer a salary of up to € 32.000 depending on experience in an international environment with a strong team spirit. [Click here](#) to meet our team, and find out what working at USP Solutions is like.

Location: Klagenfurt, Austria

How to apply:

Interested in joining our team? Please email your application to hr@usp.at. We are looking forward to it!