



PERMANENT JOB OFFER (CDI)

Sales Assistant

ELYS is a leader in the engineering and construction of renewable power plants and their connections.

For the past 15 years, we have been acting as project manager, assistant project manager and engineering firm for developers of renewable energy projects and green electricity producers, who have placed their trust in our expertise, our ability to listen to their needs and our involvement on the ground to guarantee the quality of our work.

ELYS has been growing smoothly since its creation, and cultivates a team spirit based on cohesion, solidarity, and self-fulfilment. New recruits are encouraged to develop their skills, and beginners are mentored. We work to ensure that everyone has a meaningful role to play.

If the development of a clean and peaceful future in a young company (average age under 32) is important to you, if you enjoy working in a company with strong human values, ELYS offers you the opportunity to enrich its teams and its actions. We invite you to apply by e-mail rh@elys.eu with your CV, a covering letter, and any recommendations.

Job description

Location: Lyon branch (near Lyon Part Dieu station)

Gross annual salary: from €30K

Tasks :

The main task will be to assist the Sales Managers on a day-to-day basis.

1. Responses to calls for tender

- Sales meetings with customers
- Identifying needs
- Analysis of the relevance of ELYS' positioning to the need
- Constitution of bids
 - Drafting of technical briefs
 - Drafting financial offers
 - Entering information on purchasing platforms
 - Technical/negotiation alignment meeting
 - Customer follow-up and reminders
- Assistance in drawing up the contract
- Monitoring contract signatures

2. Monitoring & improving service performance

- Fill in the sales activity monitoring tools,
- Progress vs. invoicing
- Working with operational departments to improve feedback to the sales department,
- Organisational monitoring of the company,
- Customer feedback (satisfaction, etc)
- Implementation of actions aimed at continuous improvement

3. Developing commercial communication

- Creation of sales brochures
- Improving website content
- Improving LinkedIn communication
- Editing and updating team CVs

Candidate profile:

- Experience: minimum 5 years in an SME
- Bac +2 minimum (or equivalent)
- Motivated by the themes of sustainable development and renewable energies
- Ability to summarise
- Enjoys responsibility and autonomy
- Good organisational skills
- Skills in one of the following areas: Sales, customer relations
- French level C2
- English level B2 (10-20% of the work will be in English)
- Excellent oral and written communication skills
- Good command of office automation tools