

## **Sales Assistant (M/F) on term contract**

The CIEPS - International ISSN Centre is an intergovernmental organization that was formally established in Paris in 1975, under a treaty signed between UNESCO and France. It currently employs 14 staff.

The activities of the International ISSN Centre ([www.issn.org](http://www.issn.org)) are:

- Creating and updating the ISSN database of standardized numbers allocated internationally to serials and continuing resources
- Coordinating the activities of 88 ISSN national centers worldwide,
- Assigning ISSN numbers to international publications and publications produced in countries without an ISSN national center,
- Marketing the ISSN database and related services.

The CIEPS is looking for a Sales Assistant (M / F) to join its team.

Reporting to the Head of Marketing & Sales & Communication, the tasks entrusted to the Sales Assistant will be:

- Analyze customer needs and make business proposals after approval by the Head;
- Follow a portfolio of international clients to ensure the best possible service (project tracking, usage and customer needs)
- Ensure the management and monitoring of customer requests: Receiving / Order Entry in the Commercial Management software CIEL, billing, licensing, managing litigation, recovery of payments from customers;
- Ensure compliance with sales conditions;
- Manage customer records (monitoring and filing, customer lists, customer correspondence);
- Inform external stakeholders on the terms of sales, participate in the development of sales and the identification of new customers, offer quotations after validation by the Head;
- Manage the customer hotline with the Head and in close relationship with the Centre's departments;
- Participate in the management of contributions from Member Countries (preparation and checking of invoices and receipts, monitoring and recovery of payments of contributions ...)
- Represent the ISSN at conferences and professional events in France and abroad.

The recruit may be called by the Head of Marketing & Sales & Communication to perform other tasks in line with his/her skills and in the interest of the organisation.

### **Profile:**

Undergraduate degree in marketing and sales.

Successful working experience of at least one year in sales administration or other customer service.

Good command of office tools and business management software (ideally CIEL).

Meticulousness and good organization, excellent interpersonal skills and ability to work within a team environment.

Fluency in French and English (spoken & written).

Immediate availability.

Salary: please mention expected salary range in cover letter.

Resume, cover letter and references should be sent before October 15<sup>th</sup>, 2014 to Ms. Gaëlle BEQUET, director of the International ISSN Centre by surface mail at 45 rue de Turbigo, 75003 Paris or by email at [secretariat@issn.org](mailto:secretariat@issn.org) .