

Job Title: Sales and Operations Assistant, USA

Job Type: Full Time Permanent Employment

Start Date: January 2024

Job Location: Atlanta Area (Roswell Office)

Are you looking for a new challenge in a fast-growing, dynamic high-tech company?
It's time to make a move!

VuWall is a global leader in video wall control systems, providing a complete ecosystem of products and solutions developed to easily manage visual information in work environments and strategic decision centers. Founded in 2009, VuWall is a private company with its corporate headquarters located in Montreal (Pointe-Claire), Canada, its European headquarters in Reutlingen, Germany, and its US office in Atlanta, USA. With customers in over 45 countries, the company has deployed more than 5,000 projects in many Fortune 500 organizations, government agencies, and public utilities, transportation, and security companies. Among their clients are the US Department of Transportation, NASA, the Canadian Space Agency, the European Commission, Sydney Rail, Porsche, Daimler, L'Oréal, SNCF, FIFA, and various government institutions.

JOB DESCRIPTION

We are seeking a qualified Sales and Operations Administrative Assistant to support the North American sales and operations team, as well as help manage the Atlanta office. The Sales and Operations Administrative Assistant will assist with various tasks such as providing support to the sales team and managing logistics and shipping for the US market.

The Sales and Operations Administrative Assistant will report to the Sales and Operations Manager and is required to be physically present in the Atlanta (Roswell) office with flexibility to work from home, occasionally.

MAIN RESPONSIBILITIES

- Act as the communication interface with the sales team and the clients including populating the CRM and other administrative functions.
- Interface with HQ and manufacturing facility in Germany to follow up on shipments.
- Coordinate tabletop events (small tradeshows)
- Main point of contact for the Roswell office.
- Manage logistics, track shipments with the carrier, and ensure timely delivery of products to customers.
- Assist Operations Manager with operations issues.
- Scheduling meetings, team building sessions, and make travel arrangements, as required.
- Monitor and manage inventory levels.
- Help coordinate logistics for demo equipment.
- Ensure the timely and efficient movement of goods.
- Maintain a clean and organized office environment.

QUALIFICATION REQUIREMENTS

- High school diploma
- Previous administrative or logistics experience, preferably in a sales environment
- Excellent verbal and written communication skills in English
- Proficiency in Microsoft Office Suite (360), knowledge of working in a CRM software environment an asset.
- Good listening and customer service skills
- Strong interest and basic proficiency in IT, with a particular focus on hardware systems

THE VUWALL EXPERIENCE

- A multinational experience with a start-up vibe
- Entrepreneurial spirit with a dynamic team of professionals always available for help and support
- Embracing diversity, the company offers an exceptional culture made up of respectful, talented, dedicated, and passionate individuals.
- Competitive salaries and benefits
- Work hard, play hard, team environment.

EMPLOYMENT BENEFITS

- Medical & dental benefit package.
- Exceptional company culture.
- Dynamic team of professionals always available for help and support.
- Fast-growing company with state-of-the-art technology and room for advancement.

TO APPLY

Click here to email your résumé
to careers@vuwall.com