



Vacancy #2016-3

Marketing & Sales Assistant

Address: Strijp S
Klokgebouw 112
5617AB Eindhoven
The Netherlands

DATE: 13 JUNE 2016

REF.NO.[2016-03]

Telephone nr.: +31 (0)6 38764731
Email: info@ibispower.eu

Company Description

IBIS Power is a flourishing startup company providing renewable energy solutions in a most effective and acceptable way for society. Our motto is “Redesigning Renewable Energy”, where we take state-of-the-art technology and transform it with added value into products that have highest impact in society towards a green and healthy future. Our team exists from scientist, engineers, and architects who work together in R&D and project management; as well as marketing, sales and business development specialists who focus on the business implementation of our innovations.

Job offering

We offer a full-time position for a **Marketing & Sales Assistant** coming available per **July 1st 2016**. You will closely collaborate with a dynamic team with mostly young professionals in the field of renewable energy and sustainability acting on the global market. Your role will consist of working closely with the business development team with great focus on the Marketing and Sales activities, as well as taking over administrative tasks. Salary will be based on experience. The position includes the following tasks and responsibilities among others:

- Developing & implementing Marketing and Sales plan, including offline (brochures, posters, questionnaires) and online marketing activities (social media, newsletter, analytics, articles, care of the company website)
- Prepare sales materials, assisting with promotional activities
- Develop new business via telephone and mass communication
- Build and cultivate prospect relationships by initiating communications and conducting follow up in order to move opportunities through the sales funnel
- Market research: identify customer wishes and needs and translate into Marketing and Sales activities
- Identify fairs, conferences, exhibitions, seminars and other networking opportunities
- Maintain company Marketing and Sales databases (CRM)
- Take over duties of Office Manager during absence

Job requirements

- Excellent knowledge of Microsoft Outlook, PowerPoint, Excel and WordPress is a must
- Good knowledge of Adobe package is a plus
- Pro-active, mature and enthusiastic person who is solution oriented
- Comfortable in an international environment
- Knows how to set priorities under high pressure
- Flexible (adapting to fluctuating workload) person, and able to multitask and work with deadlines
- Naturally assertive person with a confident attitude and strong communication skills
- Both a team and independent worker, easily connecting to others
- Maintains confidentiality, shows maturity in dealing with different people and cultures
- Thinking level HBO or more
- Dutch driving license
- Excellent verbal and written communication skills in Dutch and English is a must (German is a plus)

If you are interested, please send us your up to date **Curriculum Vitae** and a **Motivation Letter** including the names and contact details of **3 references**.

Screening of applications will start as soon as enough applications are received and will continue until a good candidate has been found.