

"At Diehl, we combine tradition with innovation to provide **sustainable solutions** for our customers."

MAKE IT WORK SMARTER



Assistant to the Vice President of Sales (VP)

These are your tasks:

Diehl Metering, a division of the Diehl group and a world leader in smart metering solutions, empowers a sustainable future by efficiently managing infrastructures for utilities, municipalities, and industries. With over 120 years of experience, we continue to innovate with new technologies in connectivity and data analysis. To support our ongoing growth, we are looking for an experienced and dynamic professional.

We are seeking a highly organized and proactive Assistant to support the VP of Sales for Western & Southern Europe and South America, working closely with both the local and international team. Your responsibilities include managing administrative tasks, facilitating seamless communication, and ensuring the efficient operation of the teams. You'll be instrumental in enhancing productivity, maintaining organization, and contributing to the overall achievement of sales region goals.

Main Responsibilities

Administrative Support: Provide comprehensive administrative support to the VP of Sales, including managing calendars, scheduling meetings, and handling correspondence.

Communication: Act as a liaison between the VP of Sales and internal/external stakeholders, ensuring clear and timely communication.

Project Management: Assist in the planning and execution of sales projects and initiatives, tracking progress and ensuring deadlines are met.

Data Management: Maintain and organize sales data, reports, and presentations, ensuring accuracy and accessibility.

Travel Coordination: Arrange travel itineraries, accommodations, and logistics for the VP of Sales and occasionally the sales team.

Meeting Preparation: Prepare agendas, materials, and minutes for meetings, ensuring the VP is well-prepared for all engagements.

Event Coordination: Assist in organizing sales events, conferences, and team-building activities.

Confidentiality: Handle sensitive information with the utmost discretion and always maintain confidentiality.

Who we are looking for:

The ideal candidate will be a detail-oriented professional with excellent communication skills and the ability to manage multiple tasks efficiently. This role is pivotal in ensuring the smooth operation of the sales department and supporting the VP in achieving strategic goals. **Education:** Bachelor's degree in business administration, marketing, or a related field. **Experience:** Minimum of 5 years of experience in an administrative or executive assistant role, preferably in a sales environment.

Skills:

- Strong organizational and time-management skills
- Excellent written and verbal communication skills in French & English (Spanish & German is a plus)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- High level of professionalism and discretion

Work location: Saint-Louis, Haut-Rhin, France

Job Level: Professional

Working mode: Hybrid working

Working time: Full time

Employment contract: permanent

Division: Diehl Metering

Start: 01/03/2025

Do you recognize yourself? We look forward to hearing from you!

These are your potential benefits



Professional and personal development



Family-owned company



Company pension



Homeoffice



Canteen

Achieve what matters, with Diehl.



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