



BEYOND LIMITS



For more information and to apply for this position, email us on

[hr@intelligentmemory.com](mailto:hr@intelligentmemory.com)

I'M Intelligent Memory Limited

[www.intelligentmemory.com](http://www.intelligentmemory.com)

## Sales Assistant, EMEA Sales

Starting time: Flexible

Work Location: Frankfurt/Main of home office

### Main tasks include

- Support the EMEA field sales team in administrative tasks
- Order entry, delivery and payment tracking
- Project registrations and maintenance of CRM system
- Price quotes and updates to customers
- Forecast data input and analysis
- Lead time & availability updates to customers
- PCN / EOL notifications and tracking
- Regular, proactive communication with customers as well as with I'M's product marketing, supply chain and technical teams
- Support I'M's marketing activity in EMEA, for example trade shows or online/offline marketing campaigns

### Your profile

- Language skills: Fluency in English, good command of German language.
- Working experience in a similar role, ideally but not necessarily an IT environment
- Ability to work in a global and diverse environment
- Drive to continuously learn
- Strong team spirit
- Professional and solution-oriented attitude

### What we offer

At I'M, we believe that every team member is key to our success in business. For that reason, our aim is to create an environment that enables everyone to contribute in the best possible way. Below are examples of the benefits we offer and the culture we live. As we are a very dynamic organization, benefits will constantly be reviewed and optimized based on individual requirements and inputs.

We approach colleagues as well as external partners with the highest level of **Respect**, regardless of any differences in culture, background or opinion. Diversity and open communication are a core value to I'M. We appreciate constructive criticism as it helps us make better decisions.

We **recognize** individual contribution through regular feedback and by prioritizing internal career development. In this context we also support **personal development** through individual or group trainings.

We encourage a good **work-life balance**, through flexibility working time or the option to work from home and also support a healthy lifestyle with a variety of small contributions that depend on region, work location and individual requirements.

To support a strong **team spirit**, we support regular team activities such as short trips, team building events or activities at or after work.