

Internship – Sales Assistant

Job Offer

The Company

3Brain is a young, fast-growing, dynamic company focusing on brain technologies, one of the most fascinating research and business sectors with multiple applications and impacts on human life. 3Brain's mission is to provide state of the art technology to support life science research and improve human health. In particular, 3Brain develops, manufactures and distributes high-quality instruments based on our patented CMOS multi-electrode array, a high-resolution neuro-electronic chip. The company is headquartered in Switzerland nearby Zurich, has a SW R&D office in Italy, and has installed its products in laboratories and pharma companies worldwide.

More info: <https://www.3brain.com/about>.

Job description

3Brain is looking for an internship for its office in Genova, Italy. The candidate will be responsible for administrative duties and assisting the sales&marketing department in generating new leads, acquiring and retaining customers.

Main tasks will include:

- Create and process orders and documentation required for the shipment of goods, comprising customs declaration and customs troubleshooting
- Answer customer inquiries and follow up with customers about their order status
- Review pending orders and specific customers' requests to ensure excellent customer service and customer experience
- Support sales for administrative procedures (e.g., participation to tenders, relationship with customers' purchase department, etc.)
- Calculate client quotations and administer client accounts
- Support sales by scheduling meetings, sales appointments, and organizing roadshows and workshops
- Support marketing activities by organizing and participating at international congresses and trade shows



Required Qualifications

- Fluency in oral and written English is an absolute requirement
- Bachelor degree in languages, economics, communication science or related discipline
- Proficient in computer software systems (e.g. Microsoft Office suite), IT and keyboard typing
- Strong analytical, organizational, and time management skills
- Ability to multitask and quickly switch focus.
- Extroverted and performs well in social engagements with excellent communication and relationship skills
- Initiative, independence and ability to communicate and work effectively with other team members in a multicultural and international environment

Additional Qualifications

- 1+ years of experience in Business, Marketing or sales fields

What We Offer

- A dynamic and stimulating work environment in an emerging company
- International and multidisciplinary team
- Possibility of professional growth
- Flexible work hours

To apply send your CV and short motivation letter to info@3brain.com, subject: [Internship – Sales Assistant](#)

