



**We are looking for and intern as “International sales assistant” in Spain
6 months from end February 2012**

TASKS

Assistance to the international sales coordinator

Daily tasks

- Answering customer-questions via email/telephone in German, English and Spanish
- Forwarding of brochures and product samples (preparation of sending, dealing with the warehouse and forwarder)
- Submitting offers to customers and distributors
- Acquisition of new customers
- Analysis of prices and freight costs
- Control of stock
- Handling of complaints
- Business travel planning
- Preparation of claim for travel expenses for Sales coordination
- Translation of all types of documents in German, English and Spanish

Human Resources

- Research of following Intern

Project management

- Preparation of fairs and conventions, organization, travel planning
- Development of sales strategies and new product concepts

REQUIREMENTS

- High communication skills in German, English and Spanish.
- Very good MS-Office knowledge, E-Mail and internet
- Very good writing skills
- Organizational talent and creativity
- Trustworthiness, independency, ability to work in a team

COMPANY INFORMATION

Protective Comfort Group is a second generation family company with more 48 years experience developing products dedicated to safety and comfort. Based on the Spanish Mediterranean Coast, and currently with subsidiaries in USA, Scandinavia and Germany, we export to more than 80 countries worldwide, producing technical flooring for an array of applications such as sport, education and animals.

Paviplay is one our brands and offers an entire range of children's flooring and compliments that provide protection in activity play areas, for children of all ages. Paviplay contributes to the development of children in their interaction with others and safety in their environment, in addition to assisting their learning, physical activity and early movement

WE OFFER

- **Internship:** End of Feb 2012 (6 months)
- **Salary:** € 361/Month (we also cooperate with Erasmus)
- **Extra:** Three times weekly you can participate in our training sessions with a personal trainer
- **Place:** San Vicente del Raspeig/Alicante, SPAIN

If you want to be part of our team, send us your complete application (CV, motivation letter in English and all relevant certifications)

Contact

email: sales@paviplay.com – Melanie Fodré