

## Sales Assistant (m/w/d)

Full- or part time for our team in Gilching, Germany

### Your Tasks

- Supporting the Head of Sales and the sales team in day-to-day operations and administration
- Planning, content organisation and implementation of appointments, workshops and events as well as projects and processes within Sales and BD
- Support in the preparation of offers and contracts including deadline coordination and monitoring
- Administrative tasks such as data maintenance in the CRM system
- Communication and coordination with other departments to ensure smooth customer service
- Sparring partner of the Head of Sales for the further development of the Sales Department

### What we offer

- A dynamic, highly qualified and diversely skilled team in which your contributions flow directly into our products and are used by our international customer base
- Flat hierarchies and short decision processes
- Exciting and varied tasks for our product portfolio
- Excellent working environment, modern office space and flexible working hours with the possibility of working remote in other EU countries
- Possibility to work from home (40%)
- Close link to academic research (EU and national projects) and a highly innovative company
- Team events and company celebrations
- Free drinks, coffee, tea & fruits and snacks

## Your Profile

- Successfully completed studies in the field of business, completed commercial apprenticeship or comparable qualification
- Substantial professional experience as an assistant in the area of sales/BD in an international environment
- Ability to perform professionally and reliably under pressure and in complex situations
- Proactive attitude, hands-on mentality, initiative and ability to work independently
- Advanced MS Office skills, ZOHO an advantage
- Excellent knowledge of German and very good knowledge of English

## Who we are

audEERING was founded in 2012 as a spin-off of the Technical University of Munich. Today, audEERING is the only European company driving innovation in emotional artificial intelligence focused on intelligent audio analysis. Using innovative machine intelligence and deep learning techniques, audEERING's products are able to automatically analyze e. g. acoustic scenes, speaker states as well as over 50 emotional states. audEERING's customers include multinational companies such as BMW, GfK, Red Bull Media House and Ipsos. audEERING has received the Innovation Prize Bavaria 2018 for its AI technology, the „Innovator of the Year“ of the International Digital Worldcup Series in 2017 and was named „Vendor to Watch for AI“ by Gartner, Inc.



Sounds interesting to you?  
Then we would love to hear from you!  
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