

Telelingua was founded in Brussels in 1985, and has 30 years' experience in the multilingual translation and localization industry. Our offices are located in Brussels – New York – London – Paris – Munich – Berlin – Stuttgart – Zurich – Shenzhen, ensuring 24/7 proximity to our customers. Our company has reached a size that enables us to manage large-scale, complex multilingual localization projects, as well as everyday translations that require an immediate response. We combine a personal touch, flexibility, responsiveness, proximity, and friendliness with cutting-edge technology, creativity in our processes and a proven level of professionalism.



Our Headquarters in Brussels is looking for an **INSIDE SALES NL/FR or FR/NL**

#### Job Description:

- Responsible for identifying new potential clients
- Cold and warm calling potential clients to fix meetings for the Business development managers (KPI's to achieve on a weekly basis)
- Sending e-mails to clients to give information about our services
- Following existing clients and trying to reactivate old clients
- Providing administrative support for the Business developers: data entry of new client's details, meeting's notes, summary of calls

#### Your Profile:

- French or Dutch native speaker with very good knowledge of the other language
- You should live in Brussels or in the surrounding area
- Bachelor's degree
- Junior or 1-2 year(s) experience
- Sales minded
- Dynamic and energetic
- Good organization skills and very good communication skills
- Ability to work autonomously while remaining a real team player; always happy to work together to achieve the department's goals

#### We offer you:

- An open-ended contract
- The opportunity to develop your commercial skills
- Work in a pleasant environment
- Easy access (tram 92, bus 60 or train line 26 - Uccle-St-Job station)
- Meal vouchers, group insurance

#### Interested?

Send your resumé, with a letter of motivation to our Human Resources Department

**MGosse@telelingua.com**

Please mention reference nr:

**INSIDE-SALES 08/2018**

Telelingua INTERNATIONAL SA/NV  
Avenue Albert Lancaster 79A  
BE-1180 Bruxelles  
T : +32 3 373 6868  
**www.telelingua.com**

