

BUSINESS DEVELOPER ASSISTANT (M/F)

VALENCIA, SPAIN

Who are we?

E & C Consultants are an international energy procurement consultancy. Our clients are the biggest industrial and professional companies all over the world.

Although we serve more than 200 clients in all continents, we remain a small, young and dynamic entrepreneurial company - to find out more about us visit our website on www.eecc.eu or contact us at hr@eecc.eu

What will you do?

- You will closely work and support our Business Developers with:
 - Editing responses to request-for-information and requests-for-quotations. In these responses you give the customer the information about our company that you ask for. You discuss the solutions with the business developer and find the right way of putting them in words. You work together with the marketing officer for the design of nice graphical information that supports the information.
 - Editing contract texts and help our client administration to clarify them.
 - Preparing written communications for our online presence, such as blog articles.
 - Assisting in keeping up attractive LinkedIn profiles.
- You will enjoy the empowering spirit of an international and dynamic team!

You are the match if:

- You present “can do” attitude combined with enthusiasm and drive for new challenges
- Your professional English is close to native (native is a big plus!)
- You are excellent at commercial writing
- You have a knack for social media, especially LinkedIn
- You function well in a fast-pace environment, where multitasking and wearing different hats is every-day life
- You are eager to learn, and you learn quickly
- Accuracy and detail-focus are your main characteristics

What do we offer you?

- Opportunity to work in a dynamic international environment.
- Possibilities to meet international clients and learn about energy from experts
- Great deal of independence in organizing your work.