



Inside Sales Coordinator (Aachen, Germany)

THE BIG PICTURE

Can you keep people on the same page, even if they're working on different chapters of different projects? Do you like helping partners succeed? Can you speak the same language as the sales and marketing teams in a technology-focused environment? If you answered yes to any of the questions above, the Inside Sales Coordinator at MainConcept may be just the position you've been looking for.

If this position sounds like a match for your skills, send us your resume. We look forward to hearing from you.

THE EVERYDAY VIEW

The Inside Sales Coordinator has the following major responsibilities:

- Develop and maintain superior customer service relationship with our international partners and customers as well as with our international sales team
- Develop and produce proposals and support our contract development process
- Coordinate the internal flow and review of all proposal inputs and outputs, and serve as primary point of contact for information
- Interact with Marketing and the Field Sales organizations on following-up of leads generated through marketing activity with the goal to develop a qualified pipeline
- Prepare customer specific analysis and produce sales reports and statistics
- Take care of general sales administration tasks
- Perform other duties assigned by the Vice President of Sales

REQUIRED SKILLS AND EXPERIENCE

- Strong sales and service orientation, effective organization and team skills, including planning, multi-tasking, and problem identification and resolution
- Excellent written and verbal communication skills
- Ability to multi-task
- Self motivated and flexible
- English fluency required
- Proven analytical and problem solving skills
- Technical affinity for video editing or IPTV is welcome
- BS degree in Business Administration/Management or equivalent education and experience
- General computer knowledge including: Microsoft Outlook, Word and Excel
- Knowledge of a CRM tool (e.g. Salesforce.com) is a plus
- Talented and motivated beginners or career changers welcome

ABOUT MAINCONCEPT

MainConcept is one of the leading providers of high-quality codec technology for the broadcast, film, consumer electronics, computer software, medical imaging and security markets worldwide. We are renowned for leveraging new technology innovations to deliver optimized media solutions for various platforms including PCs, set-top boxes, portable media players and mobile phones.

Our corporate headquarters are located in Aachen, Germany. We also maintain satellite offices in the U.S., Russia and Japan. MainConcept is a wholly owned subsidiary of DivX, Inc. (NASDAQ: DIVX).

