



EQUIPMENT LEASING SALES ASSISTANT

DUTIES

- The equipment leasing sales assistant's duties consist of helping the sales manager in his/her relations with clients and the Groupe BPCE network.

- Main activities:
 - Ensuring telephone contacts (client information, pricing, prospective lease feasibility, etc.) and participating in contract preparations (gathering and verification of information needed for financial analysis);
 - Performing contract monitoring and carrying out daily secretarial work using Word and Excel.