

Sumitomo Chemical is a leading international research and development company commercializing innovative crop protection products both for conventional and organic farming.

In the frame of significant investments in R&D, Sumitomo chemical wishes to strengthen its efficiency and reactivity in the region of Europe, the Middle East and Africa (EMEA).

We are opening a temporary position in our EMEA headquarter based in Saint Didier au Mont d'Or (69) – France for:

### **Business Assistant Public Health & Forest Health**

Within the Sales & Business Development Department, the Assistant will support the Business Manager in his operational and daily tasks:

- Follow up with orders from forecasting time till orders recording and shipment
- Liaise between SCAE functions and customers when necessary for labels, letter of credit and import license follow – up
- Helping Business Lead collecting forecasts and completing forecast template
- Looking after overdues
- Marketing support: creating communication tool, assist customer to market the products, attend events
- Provide technical information to customers to support their pull activities
- Provide on the ground technical support as required by customers, including product application
- Support completing dossier for tenders

### **Technical and personal skills**

Training: Degree in Environment or Vector entomology; alternatively agronomy background  
Degree in International business and Public Health tender business skills are a plus

Experience: 2 years in similar position  
Plant Protection knowledge and logistic expertise are an advantage

Language: Fluent in English. French knowledge is a plus

Skills: Communication  
IT skills: Knowledge of Microsoft Windows and SAP software

### **Additional details**

Contract: Non-Permanent (11 months) and Full-time

Starting: As soon as possible

Located in: Saint Didier au Mont d'Or, France

Please send your applications to: [recrutement@sumitomo-chem.fr](mailto:recrutement@sumitomo-chem.fr) (CV + cover letter)