

Job Title	Sales & Marketing Co-ordinator
Role	<p>Key administrative role in supporting the sales team by processing sales related 'paperwork', monitoring on-going orders, arranging appointments and ensuring the sales CRM is up to date. Reporting to Account managers and the Sales manager</p> <p>Supporting the Sales Manager with marketing and forecasting;</p> <p>Liaising between customers and cross-functional internal teams to ensure the timely and successful delivery of our solutions according to customer needs.</p>
Responsibilities	<ul style="list-style-type: none"> • Processing new sales leads; • Writing and processing quotations; • Managing correspondence between the sales team and their clients; • Maintaining good customer relations; • Monitoring customer accounts; • Answering customers telephone queries; • Providing data and reports to help the Sales team; • Maintain accurate up-to-date client records; • Keeping track of sales targets; • General office administration for all teams; • Assisting the sales team with marketing; • Complete required training and development objectives within the assigned time frame.
Requirements	<ul style="list-style-type: none"> • Minimum 5 GCSE's with English and Maths at B; • Preferably 2 A Levels or equivalent; • Ability to communicate effectively at all levels of the organisation; • Highly organised and efficient; • Manage multiple tasks simultaneously while paying strict attention to detail; • Excellent telephone manner; • Excellent listening and presentation skills; • Excellent verbal and written communication skills; • Be driven, self-motivated and flexible with a 'can do' attitude.