

Sales - Support and Administration

Package: - Up to £30k plus bonus opportunity

Department - Sales and Marketing

We are a fast-paced, innovative transport technology company, with UK & International reach and are looking for an enthusiastic and talented sales support candidate.

Working from home initially, whilst COVID restrictions persist, before being based in the Company's Ashby-de-la-Zouch (Leicestershire) office.

The role:

Sales Support is part of our sales and marketing Team, reporting to the Marketing Manager.

Your primary duties will be:

- Proactively supporting the sales team in every way possible
- Gathering information about the territories and customers relevant to the products and solutions that the company has to help support the success of our business development activities.
- Making contact with new and prospective customers to create new leads/introductions for our sales teams (who work remotely), providing them with information and gather feedback from them to keep track of sales prospects.
- Contacting customers in response to our campaigns to learn more about them and their interests, making appointments for our sales teams to make visits.
- building and maintaining a regional database of customers, opportunities and relevant activities taking place that can be collated and made available to the business development team, and help create targeted campaigns

Characteristics of our ideal candidate:

We are looking for someone with initiative and a cheerful personality who thrives on getting things done well quickly, at high quality.

Someone with good 'people-skills' and IT skills, with the ability to communicate clearly, whether in print, on the phone, on-line or by email.

Able to quickly adapt to changing situations and understand that the 'customer is always right'.

Determined, organised and flexible with the ability to take a methodical approach to task completion

Primary duties:

- Supporting everyone in our sales team
- Generating new sales enquiries from making contact with new and existing customers
- Customer liaison, both remotely and on occasion, face-to-face
- Assisting with the generation of quotations for our remote sales teams
- List and database management
- Updating Pipedrive - the Company's Customer Relations Management (CRM) application
- Reporting on campaign success rates

Secondary duties:

- Tender portal maintenance and assistance in responding to tenders
- Compiling order intake reports
- Supporting the Marketing Manager with campaign delivery
- Ensuring that all outbound communications are delivered with company branding guidelines
- Administering sales resource locations on the company drives, ensuring collateral is up to date

Skills and qualifications:

- Degree-level education would be preferred; or,
 - 2+ years' experience working within a similar role with a demonstrable track record
- Good understanding of Microsoft Office products
- Strong organisational skills
- Bright and outgoing personality

Benefits:

- Competitive salary based upon experience
- Opportunity to earn bonuses
- Generous Annual Leave entitlement
- Pension scheme
- Opportunities for career progression
- Working in an exciting growing technology business.

To register your interest, please send a copy of your CV, along with a covering letter to info@journeo.com