

Job Description – Sales & Marketing Administrator

Location:	Aldridge, Walsall, UK
Department:	Sales & Marketing
Reports to:	Gareth Jones, Sales & Marketing Manager
Responsible for:	Sales & Marketing Administration
Job Objectives:	<ul style="list-style-type: none"> • Contribute to the development of the company sales and marketing administration activities. • Ensure that the sales enquiry process is conducted in a timely manner that meets internal procedures and customer satisfaction. • Support incoming enquiries, co-ordinate client meetings and support contract preparation. • Manage the timely production of contracts internally and progress their status with the client. • Implement ways of maintaining relationships with all current and past In-Comm clients. • Maintain, enhance and keep up to date all aspects of the In-Comm's web site. • Actively support the preparation of promotions, exhibition events, road shows Etc to attract new clients. • Support job closeout processes and implement ongoing client contact strategies. • Maintain and enhance the In-Comm customer relationship management (CRM) database Goldmine • Continually review and improve company sales literature, company sales presentations and advertising material. • Contact and build relationships with new and existing In-Comm clients. • Create new business leads and organise follow up activities. • Provide administrative support for Business Support activities.
Hours of Work	• 35.5 Hours Per Week Monday to Friday.
Essential Knowledge & Experience:	<ul style="list-style-type: none"> • Experience in sales or marketing or business support. • Computer literate with good Web skills. • Proficient with Word & Excel. • Database manipulation. • Telephone manner, introductions and generating leads. • Preparation of quotations for clients.
Desirable Knowledge & Experience:	<ul style="list-style-type: none"> • Presentation skills • Co-ordinating conferences, exhibitions and other marketing events. • Utilising the Web to promote and advertise company services. • Knowledge of the training Industry Sector • Contract chasing experience.



INVESTORS
IN PEOPLE



IN-COMM Training & Business Services

Vigo Place, Aldridge, West Midlands WS9 8UG T: 01922 457686 F: 01922 453211 E: info@in-comm.co.uk W: www.in-comm.co.uk

