

Sales and Marketing Administrator

Hambleside Danelaw are seeking to recruit a Sales and Marketing Administrator, reporting directly to Internal Sales Team Manager and Marketing Manager

We have a vacancy for a full-time sales administrator, hours 8:30 until 5:00, which involves a variety of duties across the sales & marketing teams.

- To assist in administration duties across the sales and marketing department
- To maintain good customer relations
- To handle inbound/outbound customer enquiries when required
- To liaise and communicate with all other departments when necessary
- To maintain accurate and up to date customer records
- To provide administration support to the internal and field-based sales team and marketing team
- To undertake re-active and pro-active sales calls when required
- Answering incoming telephone calls
- Franking post

The successful candidate must be able to work on their own initiative and have the ability to understand the needs of our expanding business.

You must be computer literate (Microsoft Office and Excel), numerate, have excellent customer service skills and be able to work as part of a team. Familiarity with CRM systems would also be beneficial.

A minimum of 2 years' experience in a similar environment would be an advantage

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