

Job Description – Sales & Marketing Administrator

Position Title:	Sales & Marketing Administrator
Company Background:	<p>ABEC is a Building and Energy Management System Specialist. Our Product / Service Lines are;</p> <ul style="list-style-type: none"> • New Build BMS & PMS Projects (Contracting). • BMS & PMS Maintenance and Remote Services and Monitoring. • Special Projects in existing buildings (FM's and End Users) • Energy Contracts and Projects • Smart Buildings (Analytics & IoT) <p>This is a fast-growing company operating in The UK & Ireland and Europe with exciting growth and expansion plans. The main offices are in Tewkesbury and Wokingham with most of the workforce being mobile or remote.</p>
Purpose of the Role	<p>To support and co-ordinate the sales department activities. This involves allocating work, liaising with sales staff, suppliers and clients. The role will also support the Marketing Manager.</p> <p>This is a great opportunity for someone who welcomes a fast paced and exciting environment in a growing business. The ideal candidate must be comfortable liaising with both staff and clients to ensure bid return dates are agreed and met. The ideal candidate for this role has substantial experience in a Sales Support function ideally with marketing experience.</p>
Division/Department:	Sales & Marketing
Location:	Tewkesbury
Reports to:	TBA
Title:	Sales Director
Type of position (FT, PT, apprentice etc):	Full time
Hours of work:	Core hours are 8.45 am – 5.15 pm, Monday – Friday (Full Time)
<u>Duties and responsibilities in this position are:</u>	
<ol style="list-style-type: none"> 1. Support and coordinate the activities of the sales team and manage the sales dept diary. 2. Administer client portals and tender portals for enquiries and bid uploads. 3. Manage the flow of information from client to The Sales Team and ensure information is stored correctly on the server. 4. Manage the data and understand and be able to be a knowledge expert of the company CRM (Salesforce). 5. Liaise with clients and manage their expectations regarding return dates and general expectations. Act as a first line of communication if required. 6. Taking data from Operations and feeding back into the sales dept processes for future quotes. 	

7. Be responsible for ensuring Pre-Qualification Questionnaires for new clients are completed.
8. Gather customer feedback and share with our Sales and Marketing teams
9. Provide support to the marketing Manager. This may include, creating database lists, Planning and scheduling Sales and Marketing events and liaising with external marketing professionals.
10. Carry out marketing campaigns.
11. Manage and update sales presentations with guidance from the Sales Director
12. Assist with Co-ordinating and administering subcontract / supplier quotations for bids.
13. Request supplier / sub-contractor discounts.
14. Maintain price lists.
15. Schedule sales department team events.
16. Complete and issue a monthly sales and marketing report.
17. Support the process of sales ordering and sales paperwork to sale to the service team.
18. Support the Sales Director with administrative and co-ordination tasks as requested.

Results required for this position:

1. Ensure all clients receive a same day communication by phone or email even if this is a holding message.
2. Ensure the Sales Director, Marketing Manager and Sales team are supported appropriately.
3. Ensure all enquiries are processed and timescales agreed with clients.
4. Ensure the Sales Dept Diary is always up to date.

Standards required for this position:

1. I will always demonstrate the ABEC Core Values.
2. I will continually strive to achieve my objectives.
3. I will always be a strong advocate for ABEC.
4. I will adhere to the highest standards of ethical and professional behavior.
5. I will role model and adhere to the policies and procedures I create for the business.

Knowledge, skills and abilities needed for this position:

1. Highly motivated and organized.
2. Able to work as part of a team or alone.
3. Excellent written & verbal communication skills.
4. Strong organizational skills and able to multi task.
5. A team player with high level of dedication.
6. Ability to work under strict deadlines
7. An analytical, enquiring mind.
8. Good IT Skills.

Experience which is needed for this position:

1. Experience with ERP and CRM systems. Preferably Salesforce.
2. Experience as a Sales Co-Ordinator with a sales team of >5.
3. Experience supporting a Marketing function

Other/special requirements for this position: