

SALES & MARKETING ADMINISTRATOR

Us: Industry leading specialist engineering consultancy for UK and overseas swimming pool and spa projects. Our practice of 16 staff is based in North Shields, NE30 1NA.

Role:

- Reporting to and working closely with the Managing Director for implementation of our marketing plan and activities aimed at increasing business activity
- Responsible for the coordination and preparation of fee proposals, other sales & marketing duties and enhancing procedures and documents for such
- Part time, 25 hours over 5 days per week (negotiable).

You:

- Degree (preferable) in marketing, business or related field
- Minimum 5 years' experience in a similar role
- Confident and professional
- Excellent communication and organisational skills
- Able to work using own initiative and prioritise multiple tasks
- Reliable, a quick learner with a positive attitude and a calm personality
- Excellent working knowledge of Word, Powerpoint and Adobe – attention to detail is essential for excellent quality of proposal documents
- Experience in updating websites and social media platforms, basic use of Photoshop to enhance and resize images, familiarity with google analytics; note training can be provided for the right candidate who shows aptitude.
- Prior experience of using a CRM system would be an advantage, but training will be given
- Flexible, proactive team player, well versed in many aspects of working in a small office.

Duties:

- Preparation of fee proposals and pre-qualification questionnaires
- Website updates and e-marketing
- Use of Adobe and Photoshop to format and finalise documents
- Preparation and distribution of press releases and other company publicity material via company website and social media e.g. LinkedIn
- Maintenance of Capsule CRM system
- Working in accordance with the quality management procedures
- Office systems administration
- General office duties e.g covering for office administrator (holidays etc.).

The role demands a strong work ethic and a desire to 'get things done'. As with any small office it is impossible to detail precisely all of the reasonable duties and tasks that will or may arise; we see this as a positive and appreciate a flexible outlook from all of our team.

Rewards:

- Approx. £30,000 pro rata (depending on experience)

- Company pension
- Bonus scheme
- 20 days holiday plus optional additional 1 week holiday through salary sacrifice scheme, and additional holiday for long service
- Flexi time working scheme
- Professional atmosphere and a pleasant modern office environment
- Free freshly ground coffee – all day long!