



JOB DESCRIPTION

Employer: **Avon Material Supplies Ltd (AMS)**

Job Title: **Campaign (Marketing) & Internal Sales Co-ordinator**

Location: **AMS Nationwide, Units 22-24, 26 Thorne Way,
Woolsbridge Industrial Estate, Three Legged Cross, Dorset, BH21 6FB**

PRINCIPAL JOB RESPONSIBILITIES:

To deal with all web-based enquiries and new business related emails sent to our main email account. In addition, the Campaign (Marketing) & Internal Co-ordinator will be required to distribute regular email campaigns to our existing customer database.

Day to day responsibilities will include generating new business from incoming enquiries, following up on live on-going enquiries, requesting online reviews from clients, updating CRM (customer relationship management) / IT systems and reporting on success levels.

Alongside the completion of daily tasks, the successful candidate will be required to provide occasional cover for the AMS Sales Office, specifically on Thursday afternoons until 5pm.

JOB PARTICULARS:

Hours: Working times will be in the region of 16 to 20 hours per week, and these could be made flexible, to suit the successful candidate. However must be able to cover Thursday afternoons until 5pm. The office is open Monday to Friday

Salary: £10.00 per hour

Holiday Entitlement: TBC - 31 days standard inclusive of Public Holidays and 3 days Christmas shut down Pro Rata for part time employees and those who start part way through the year

Reporting to: Commercial Manager

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- To deal with all web based enquiries, email sales requests and appropriate incoming 'sales' telephone calls.
- Updating CRM system(s) with useful notes regarding the client and their potential needs from AMS.



- Nurturing on-going live leads to the point where a customer places an order, or chooses not to proceed with the provided quote.
- Distributing 'review us online' follow up emails.
- To create and distribute a product and/or service related email campaign on a weekly basis. The purpose of each email will be to educate and remind existing clients on the range of services and products available to purchase from AMS. The email campaigns will follow a 6-8 week cycle, be created using a pre-built template and distributed via a specialist email broadcast tool such as MailChimp or Hubspot (full training will be provided).
- To report back on all handled enquiries to the management team.
- To provide cover for AMS Sales Office where required, specifically on Thursday afternoons until 5pm.
- Adding accepted orders to the company's IT system(s).
- Ensure that the policies of the company are adhered to at all times.
- In addition to the above, you may be required to carry out additional tasks as reasonably required within your skill and competence to meet the needs and demands of the business.

SKILLS, KNOWLEDGE AND EXPERIENCE

1. Knowledge and experience of selling various products and services to a wide range of customers.
2. Enthusiastic and committed person capable of working with others.
3. A good team player.
4. Capable of operating company's IT systems including MS Office (word processing), MS Outlook (Emails) ISYS operating and database system.