

Opportunity for Sales & Marketing Assistant to join ETL's Sales & Marketing team.

ETL Systems (www.etlsystems.com) is a fast growing technology company with headquarters based in Herefordshire, specialising in the design & manufacture of satellite signal handling equipment. With specialist in-house sales & marketing, design, development, manufacture & test capability, ETL offers exceptional career opportunities in a rapidly growing sector. This vacancy is for our Herefordshire location, HR2 9NE.



Job Description

Job title	Sales & Marketing Assistant
Job ref.	VAC-19
Department	Sales & Marketing
Reporting to	Sales & Marketing Supervisor
Direct reports	NA
Location	Hereford HR2 9NE
Hours	Full Time (37.5hrs p/w)
Salary & benefits	Commensurate with experience and qualifications. £14-16k plus pension.

<p>Primary purpose of the position</p> <p>The Sales & Marketing Assistant is to be a key member of the Sales & Marketing (SM) team supporting the Sales & Marketing Supervisor. The primary responsibility will be to support ETL's sales & marketing activities and to act in a customer support role addressing queries on lead times etc. The role will also include internet mailings and customer quotes for standard products.</p>
<p>Main duties & areas of responsibility</p> <ul style="list-style-type: none"> • To provide assistance with sales & marketing activities as directed by the Sales & Marketing Supervisor • To answer incoming main-line phone calls • To maintain and manage housekeeping of leads generated through marketing activities – updating CRM database • To perform general administration duties / support as required for the smooth running of the department • To handle customer queries on problems, deliveries etc • To organise and book travel arrangements – flights and hotels etc for trips • To prepare marketing info packs for trips and mailings • To prepare customer proposals, including costs and quotes for price list products • Assisting with the planning, organisation and delivery of e-mailings - (1. Arranging annual calendar and ensuring articles are written in time; 2. some authoring; 3. uploading articles and mailing lists; 4. analysis of information and summary report to team) <p>This list is not designed to be fully inclusive and other duties (plus cover for colleagues) will be required as and when to ensure the continued growth and success of the organisation.</p>

Qualifications, knowledge, skills & experience

Essential

- Confident telephone manner
- Customer Service experience
- Organised
- Customer account handling skills
- Attention to detail
- Strong client facing skills
- Ability to problem solve
- Good IT skills - able to use Word and Excel
- Minimum education - Maths & English GCSE, C grade and above

Advantageous

- Experience of writing newsletters/ mailing
- Quote handling
- Awareness of communications/satellite industry/technologies
- Ideally a suitable degree or college diploma
- Marketing experience
- Knowledge of graphics software (e.g. Photoshop)

Interested in applying?

Please send your CV and cover letter to careers@etlsystems.com
We look forward to hearing from you.

ETL is a successful, dynamic, forward thinking employer. We offer competitive salaries, a pleasant working environment and an employer contributory pension scheme.
If working for an award winning, dynamic and progressive business is for you, please apply.

Table below is for internal use only

Signatures

Immediate Supervisor		Date	
HR Manager		Date	
Post Holder's signature		Date	