



Sales and Marketing Support

Job Role:	Sales and Marketing Support
Reporting to:	Commercial Director
Working Hours:	8.30 am – 5.30 pm Monday to Friday. Additional hours may be needed dependant on seasonal business requirements.
Location:	Bourne, Lincolnshire

Job Description:

Marketing and Sales Support – A front of house position providing administrative support predominately to the marketing and sales departments but also helping out in other areas of the business where necessary.

Responsibilities:

- Agricultural show administration
- Sourcing and procurement of corporate clothing and marketing collateral
- General sales and marketing administration
- General housekeeping of the company CRM system
- Supporting with customer and supplier visits to the business
- Sales support for the territory sales team

Key Skills:

- Good communication skills – verbal and written
- Experience of working in an office environment and working with other departments
- IT literate with strong Microsoft Suite knowledge
- Strong organisational skills
- Accuracy and attention to detail

What we offer:

- Competitive remuneration package
- Life assurance 3 x employee's annual salary
- Employee assistance programme with 24-hour health and wellbeing helpline, including access to free face-to-face counselling
- Private healthcare – optional contribution