

JOB DESCRIPTION

Job Title: Sales & Marketing Executive

Accountable to: Director of Business Development

Main Role:

Support the whole company in terms of raising the profile of Inintel through various marketing initiatives and to provide support to the Business Development Team with the objective of growing client business and maximising revenue potential.

Duties and Responsibilities:

- Create a marketing document library
- Responsibility for Inintel's social media activity
- Send out regular client marketing documents
- Internal company marketing initiatives
- Arrange client hospitality events
- Assist in the preparation of Powerpoint presentations
- Support the Business Development team including administration of Salesforce CRM system, assisting with client queries, client reports and managing Customer Service Questionnaires.
- Undertake any other projects which may be deemed necessary from time to time to further enhance the position of Inintel in general.
- Accept and practice *total quality commitment* to the mutual benefit of Inintel and its clients.
- Seek to identify any potential opportunities which would benefit the operation and or the administration of the Inintel and/or its employees.

Key Competencies

- Marketing – proven experience of creativity, initiative and accuracy in this area
- Systems – confidence with Excel, Powerpoint, Salesforce and marketing software or ability to learn quickly
- Communications skills – ability to communicate clearly and confidently to clients, with excellent customer service ethics
- Organisational skills – multi-tasking, prioritising, planning, preparation and follow up.
- Very self-motivated
- Meticulous attention to detail
- Flexible approach to work

Key Qualifications

- Job/industry knowledge and experience is essential.
- Educated to 'A' Level/NVQ Level 3 minimum.
- Social media experience in working environment.
- Data analysis experience.
- UK driving licence.

Additional notes

- A flexible approach to work to essential with the understanding that some projects may require additional working hours on occasion.

Quality / Environment Policy Statement

Inintel will provide a quality service and demonstrate a commitment to continual improvement to our clients and to the environment. We will ensure a timely response, competitive pricing and a consistently high quality service by maintaining the requirements of the ISO 9001 Quality System and the ISO 14001 Environmental Management system.

Signed

Date

Print Name