

JOB DESCRIPTION

Job title:	Sales & Marketing Administrator.
Department:	Sales & Marketing.
Location:	Beaconsfield.
Working hours:	9.30am to 6pm Monday to Friday.
Reporting to:	Sales & Marketing Manager.
Direct reports:	N/A.
Main purpose(s) of job:	The Sales and Marketing Administrator is responsible for providing support to meet the needs of the company, its services and products and those of existing and new clients. They will contribute to delivering Sargent-Disc's low carbon Digital Production Office® applications, as well as its Payroll and Production Accounting Services to clients.
Main tasks and duties:	<p>Administration:</p> <ul style="list-style-type: none"> • Communicating knowledgeably about all company products and services in order to deal professionally with client enquiries providing quotations. • Logging and updating client enquiries along with product and services sales in CRM (customer relationship management software). • Research, provide summary digests and track domestic and international film and television production sales leads within CRM. • Support the delivery processes for Sargent-Disc's Digital Production Office® suite of applications and other services by checking product order and start paperwork, and forwarding for implementation. • Supporting in organisation and delivery of in person events both internally and with industry partners. • Support in content creation and delivery on Sargent-Disc social media channels and websites. • Processing client agreements and contracts. • Supporting the invoicing of clients. • Running CRM reports for products, services and clients as required. • Scheduling and presenting product demos both in person and online <p>This list is not exhaustive, and other duties may be required commensurate with this position as roles evolve.</p>
Person Specifications:	<ul style="list-style-type: none"> • Computer literate - an experienced user of Microsoft Word, Excel and PowerPoint packages. • Strong administration skills covering a range of systems and procedures. • First class written English, strong drafting skills for clear and professional written communications. • Excellent interpersonal and communication skills for good working relationships with external companies, clients, agencies and internally. • Ability to deal with a wide variety of enquiries (by phone and email) efficiently • Ability to prioritise and deal with a high volume and varied workload.

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| | <ul style="list-style-type: none">• Enthusiastic, calm and well organised, with an attention to detail.• A commitment to developing additional skills.• A commitment to the work of Sargent-Disc. |
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Desirable:

- Previous experience within an administrative role.
- Experience of CRM systems.
- Foreign languages.