



TAS House
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Job Description – Sales & Marketing Administrator

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| Location: | Stockton-on -Tees, UK |
| Department: | Sales & Marketing |
| Reports to: | Sales & Marketing Manager |
| Responsible for: | Sales & Marketing Administration |
| Job Objectives: | <ul style="list-style-type: none"> • Contribute to the development of the company sales and marketing administration activities. • Ensure that the sales enquiry process is conducted in a timely manner that meets internal procedures and customer satisfaction. • Support incoming enquiries, co-ordinate client meetings and support tender preparation. • Manage the timely production of tenders internally and progress their status with the client. • Implement ways of maintaining relationships with all current and past TAS clients. • Maintain, enhance and keep up to date all aspects of the TAS web site. • Actively support the preparation of promotions, exhibition events, road shows Etc to attract new clients. • Support job closeout processes and implement ongoing client contact strategies. • Maintain and enhance the TAS customer relationship management (CRM) database; ACT! • Continually review and improve company sales literature, company sales presentations and advertising material. • Support the preparation of company newsletter and newflash on a regular basis. • Contact and build relationships with new and existing TAS clients. • Create new business leads and organise follow up activities. • Provide administrative support for Business Support activities. |
| Qualifications: | <ul style="list-style-type: none"> • GCSE – min of 6 • A Levels – min of 1 • Sales & Marketing or Administration Training. |
| Essential Knowledge & Experience: | <ul style="list-style-type: none"> • Worked in an engineering services or manufacturing company. • Experience in sales or marketing or business support. • Computer literate with good Web skills. • Proficient with MS PowerPoint, Word & Excel. • Database manipulation. |

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| <p>Desirable Knowledge & Experience:</p> | <ul style="list-style-type: none"> • Creative PowerPoint presentations skills • Co-ordinating conferences, exhibitions and other marketing events. • Utilising the Web to promote and advertise company services. • Preparation of quotations for clients. • Followed up on client leads, enquiry processing and quotations. • Telephone introductions and generating leads. • Tender chase experience. |
| <p>Responsibilities/ Key Result Areas:</p> | <p>The candidate will be given the opportunity to develop skills in some or all of the following areas:</p> <p>Marketing</p> <ul style="list-style-type: none"> • Maintaining and regularly updating the TAS Web site. • Preparing Welcome Packs for new clients. • Internal newsletter preparation. • Database coordination, importing from Excel. • Organising client meetings for sales and marketing activities. <p>Sales & Marketing Literature</p> <ul style="list-style-type: none"> • Ensuring that TAS literature and bulletins are created and maintained to the same standard and format. • Maintaining technical information on the TAS Web site to the latest standard. • Creating new TAS literature and data sheets. <p>Sales Cycle</p> <ul style="list-style-type: none"> • Identify new sales opportunities. • Sales Enquiry processing and follow up. • Responding to sales enquiries and delegating to appropriate technical engineers. • Set up initial enquiry client meetings, phone calls with TAS senior technical staff. • Support set up job on project database (TimeMinder). • Support tender preparation. • Tender chase activities. • Sales support activities. • Job closeout and client feedback. • Assessment of future client potential (scoring scheme). <p>Other Duties</p> <ul style="list-style-type: none"> • Maintaining, enhancing and on-going cleansing of ACT! Database. • Telephoning contacts driven by the ACT! Database reminders. |

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| | <ul style="list-style-type: none"> • To provide administrative support to any business related activities that is not included under Marketing & Sales, including but not limited to; • Providing administrative support for the Quality System and associated records and procedures. • Assist as required in the preparation of sales quotations. • Arranging business meetings, travel and accommodation for staff. • General business support. • Finance & Accounts support. • Project support. • Engineer Support. • Office duties (photocopying, scanning). • Reception duties. • Supporting internal meetings. • Raising purchase orders. • Stationery ordering and status. |
| <p>Person Specification:</p> | <ul style="list-style-type: none"> • Flexible approach to work. • A strong team player. Works well under pressure with the ability to face difficult challenges and timescales. • Good time keeping and willing to work overtime as necessary. • Excellent Telephone manner. The drive, ambition and commercial acumen to develop the company and fast track their role within it. • Tolerant of diverse personalities. • An amiable worker with a confident personality. • A good fit with the TAS culture. |
| <p>Communication & Interfaces:</p> | <p>Communication and interface with the following will be required:</p> <ul style="list-style-type: none"> • Project Support. • Directors. • Managers. • Consultants. • Customers. • Suppliers. |