

## Business Operations Administrator

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Company: Excelerate360

Location: Hitchin

Category: other-general

### **Hybrid Position - Need to be able to attend the Hitchin office twice a week on Tuesdays and Thursdays.**

As the Business Operations Administrator you will support the Operations Manager in daily operational tasks at Excelerate360. You will manage the lead generation and email campaigns for our business development executive at Excelerate360. Cleansing data, cleaning and registering computer equipment returned from employees.

Management of the configuration and distribution of equipment to new employees.

Development of process documents and videos to assist on-boarding and ongoing training of Business Development Executives (BDE's).

Assist in the management of our internal Salesforce CRM, inclusive of data management and audit.

Assist in the management of Excelerate360 and Client outbound Lead Generation email campaigns.

Management of manual research projects, from brief development, monitoring team output, to data delivery with analysis to Account Managers and Clients.

Screening of Salesforce CRM data against the CTPS on a monthly and TPS on a quarterly basis.

The accurate recording of daily, weekly and monthly BDE activity statistics for internal and

external reporting, using Google Workspace, LinkedIn Sales Navigator, Ringover and Salesforce.

## **Requirements**

Excellent computer skills

Experience of using MS Excel

A high degree of accuracy and attention to detail

Creativity and initiative

Good written and spoken English language

Degree level preferred

Must attend the Hitchin Office Tuesday and Thursday

Training on all outlined systems and tools will be provided.

## **Benefits**

£22,000 - £25,000 plus bonus

21 Annual leave days in year 1, rising to 25 days (plus bank holidays)

Additional Day's Leave for your Birthday

Ongoing expert training and support

External training allowance (monthly)

Employee Assistance Programme (Mental Health wellbeing)

Daily team meetings

Company Sick Pay

Christmas/Summer events

Great fun, team environment

Remote working optional

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