

Sales & Marketing Administrator

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Company: Verus Recruitment Partners

Location: United Kingdom

Category: other-general

Job Title: Sales & Marketing Administrator
Salary: £23,000 – £25,000 p.a depending on experience
Location: Dronfield, Derbyshire
Contract: Full-time, Permanent

Are you a proactive individual with a strong focus on customer service, seeking a rewarding role in Sales and Marketing Administration?

Verus Recruitment is delighted to partner with a leading company in the luxury hospitality industry as they celebrate a significant milestone of eleven years in business. Located in Dronfield, on the edge of the Peak District, this family-run business is committed to excellence, with a team culture built on mutual respect and teamwork.

This role offers more than just a job; it provides a chance to be part of a supportive and thriving environment where your contributions significantly impact the company's ongoing success. Here, you will be able to grow professionally alongside a company that values and champions its staff.

Role Overview:

Join our expanding team as a Sales & Marketing Administrator, where you will play a crucial role in enhancing the company's market presence through exceptional customer

and sales support.

In this dynamic position, your primary focus will be on delivering outstanding service to customers and comprehensive support to your colleagues, ensuring that every interaction adds value to the customer experience. Your proactive and versatile nature will be key as you quickly adapt to the ever-evolving demands of the business.

This role is ideal for someone who thrives in a fast-paced environment and is committed to elevating customer satisfaction and sales effectiveness through diligent support and innovative strategies.

Key Responsibilities:

Sales and Marketing Support: Act as a fundamental support system for the sales and marketing team by managing daily administrative tasks, ensuring operations run smoothly and efficiently.

Customer Relationship Management: Address customer inquiries promptly and effectively, ensuring all issues are resolved to the customer's satisfaction. Build and maintain robust relationships through consistent and reliable communication.

SEO and Product Optimisation: Create Excel spreadsheets of product listings and descriptions with SEO best practices to boost visibility and search rankings.

About You:

Adaptable and Proactive: You thrive in environments that require flexibility and quick thinking, with a readiness to tackle challenges as they arise.

Team-Oriented: With a personable and supportive demeanour, you excel in a collaborative team setting where mutual support is key to success.

Relationship Builder: You have a natural talent for fostering relationships, whether it's with team members or customers, ensuring a positive and productive interaction with the company.

Skills and Knowledge: Proficiency in Microsoft Office applications such as Word, Excel,

and Outlook is essential for managing daily tasks efficiently. Additionally, an understanding of SEO would be desirable.

What is in it for you:

Starting Salary of £23,000 - £25,000 p.a based on your experience.

Regular salary reviews.

Health Shield reward scheme.

Join a friendly, customer-focused family business.

Enjoy 21 days of holiday plus bank holidays.

Free Parking.

Career Advancement:

While our client is a smaller company, they are ambitious and growing. Career advancement is closely tied to company growth, offering significant opportunities for team members to advance within the business based on their achievements and contributions.

If you're interested in joining a company that values resilience and excellence, and you're ready for a role where your contributions will be directly linked to the success of the business, we encourage you to apply. We are moving quickly with interviews, so don't miss this exciting opportunity to elevate your career!

Verus Recruitment Partners is committed to equal opportunities. We act on behalf of our client and welcome applications from all qualified candidates.

Keywords:

Marketing Administrator, Dronfield, Derbyshire, Customer Support, Microsoft Office, Word, Excel, Outlook, Team Collaboration, Organisational Skills, Effective Communication, Problem Solving, SEO, Sheffield, South Yorkshire, Customer-focused, Strong customer relationships, Product spreadsheets, Analytical skills, Fast-paced environment.

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