



Job Title: Sales and Marketing Coordinator

Location: Monmouth, South Wales

Salary: £16,000 and £23,000 (pro rata) depending on experience

Hours: Full time: 35 hrs per week 9.00 am to 5.00 pm (1 hour lunch) some weekends and out of hours work attending events may be required.

Evolve HES have an exciting opportunity for a Sales and Marketing Coordinator to join their growing team based in Monmouth.

This role reports into the Sales Director and liaises with the Partnership Director. This is a new role which for the right person can be developed in many directions. The key function is to co-ordinate sales and marketing activities that will help drive new campaigns and new business development.

You will be required to work closely with the Sales and Promotions team to support sales campaigns and activities on a day to day basis. The role also includes co-ordination and attending events and developing marketing opportunities.

This role would be ideal for someone who is an enthusiastic, highly self-motivated and creative, person with good written and communication skills, a high level of attention to detail and committed to helping people reduce carbon emissions and save energy in their homes.

Sales and Marketing Coordinator Key Responsibilities:

- Help inform and support the development of the Evolve HES marketing strategy
- Create multimedia and advertising campaigns to assist sales teams in reaching targets
- Update and write copy for campaigns, news and blog section of website and social media accounts
- Coordinate and attend events and other promotional sales activities
- Source data, collate sales enquiries and pass to appropriate sales person
- To track progress with on-going sales opportunities from campaign inception through to new business.
- To keep a record of all sales and marketing activity against targets
- To liaise with required internal and external contacts.
- To ensure that a record is kept of all sales activities leads and sources
- Work with Sales and Marketing function to ensure all communications are on brand
- Prepare marketing reports by collecting, analysing, and summarizing data.
- Support sales staff by providing marketing and sales data, market trends, forecasts, account analyses, new product information, research competitive products
- Update job knowledge by participating in development opportunities; reading trade publications.

Skills and experience

- Excellent attention to detail
- Ability to work under pressure
- Demonstrating strong time management and the ability to prioritise tasks
- Good organisation
- Effective and clear reporting skills
- Experience/knowledge/skills of the following: Microsoft office / Excel / Social Media/ Power point / WordPress.
- Excellent written and verbal communication skills
- Marketing experience and or qualification
- Ability to communicate with all internal/external contacts and clients in a confident, professional and positive manner
- To work as part of a team and manage change whilst adopting a positive attitude if faced with challenging situations
- Collate data and key information for sales and marketing campaigns
- Ability to interpret and respond clearly and effectively to requests over the phone or in writing

Behaviours

- Enthusiastic
- Flexible and adaptable approach
- Driven to succeed
- Able to take ownership and accountability when making decisions
- Must be motivated and able to work with minimal supervision
- Excellent attention to detail
- Pro-active and capable of working on own initiative
- Thorough and persistent approach to work
- Strong team work ethic and can do attitude

Sales and Marketing Coordinator - Benefits:

20 days annual leave (plus Bank Holidays)

Company Pension Scheme

Salary: £16,000 and £23,000 (pro rata) depending on experience

Hours: Flexible, full time or part time up to 35 hrs per week 9.00 am to 5.00 pm (1 hour lunch) some weekends and out of hours work attending events may be required.

To apply for this exciting opportunity.

Please send your CV with a detailed covering letter explaining why you want to join the Evolve HES team, to Kaye Welfare kaye.welfare@evolvehes.co.uk immediately.

Initial interview may be over the phone with follow up interviews late September early October.