



**Person Specification**

**Job Title: Sales and Marketing Coordinator**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"> <li>• Good level of secondary education demonstrating high degrees of numeracy and literacy</li> </ul>	A degree in a Sales and Marketing related discipline
<b>Relevant knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Previous administrative experience in a business or industry environment</li> <li>• At least 3 years experience in a similar sales/marketing support role</li> <li>• Experience in generating new sales</li> <li>• Experience of dealing with different levels of business to business customers.</li> </ul>	
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Exceptionally well developed interpersonal and communication skills, both oral and written,</li> <li>• High degree of computer literacy-competent in effective use of MS office 365 and CRM</li> <li>• Demonstrated effective, organisational, planning and time management ability</li> <li>• Evidence of effective analytical and problem solving abilities.</li> <li>• Demonstrated ability to work independently and under pressure</li> <li>• Organised and experience of working in line with ISO 9001/14001/18001</li> <li>• Proven ability to work independently and on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a small business with ability to adapt quickly to change and work under pressure</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work flexible hours to ensure deadlines are met when required</li> <li>• Valid driving licence</li> <li>• Able to travel when required</li> </ul>	