

Job Description



Job Title:	Admin & Data Coordinator
Reports To:	Internal Sales Manager
Business Unit:	Hobart UK Service
Location:	Hobart UK, Southgate Way, Orton Southgate, PE2 6GN
Purpose of Job:	Responsible for accurately identifying and recording the key decision-makers for machine sales. Diligently managing document coordination for the Internal Sales team, proactively identifying new contract opportunities, and providing thorough data analysis to enhance sales strategies.

Position Responsibilities

All activities are to be carried out in accordance with all company policies and procedures as set out in the Company Handbook and elsewhere including policies regarding: Equal opportunities, anti-bribery, health and safety, data protection/GDPR and information security. This role includes but is not limited to:

- Achieve specific monthly personal unit targets by converting contacts and contributing to the team's overall goals, focusing on capturing key details of decision-makers and end users.
- Support contract sales initiatives by analysing data and developing spreadsheets and pivot tables as needed by the Internal Sales team.
- Identify new business opportunities by performing detailed data analyses for the Internal Sales team.
- Manage and distribute essential monthly data to aid the Internal Sales team's activities.
- Maintain up-to-date monthly trackers to ensure accurate data conversion.
- Assist in the creation of sales materials and marketing campaigns to bolster market presence.
- Stay informed about industry developments and competitor offerings to maintain a competitive edge.
- Regularly update and distribute processes to ensure timeliness, best practices, and legal compliance, thereby minimising risks to business performance and reputation.
- Collaborate across functions to uphold best practices and legal compliance, enhancing business processes and minimising operational risks.
- Promote a culture of safety by adhering to company guidelines and supporting the enterprise strategy aimed at achieving zero medically treated and lost time accidents.

Key Skills and Attributes

We are looking for individuals with a proven track record of winning new business and a passion for Telesales.

- Excellent telephone manner, with the ability to build strong relationships.



- Able to communicate clearly and effectively both verbally and in writing.
- Highly motivated, resilient and results driven.
- Strong work ethic, comfortable working against clear Key Performance Indicators (KPI) and activity targets.
- Ability to priorities work and multitask.
- Proficient user of Microsoft Office Suite essential, including excel, experience using databases and CRM system would be advantageous.

Development

Development within the company in this or other roles will be dependent on the commercial needs of the business and the personal ability and drive of the job holder. This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

Employee Signature
Printed Name
Date

