

### **Job description**

Title: **Sales Support Coordinator**

Reporting to: **Sales & Marketing Director**

#### **Introduction**

*Responsible for supporting sales activities in the corporate and self-pay markets to support Check4Cancer's growth. Provide administrative support to Sales & Marketing Director and Chief Medical Officer.*

#### **Responsibilities**

1. Creation and editing of contracts for the sale of our services to the corporate markets
2. Receiving and responding to sales leads, identifying requirements and suggesting service options
3. Recording and reporting of sales information and figures
4. Researching prospective clients in the corporate markets
5. Assist in developing sales presentations for use with prospective clients
6. Preparation of reports, charts, and other statistics to support and direct the sales department.
7. Initiate and track orders to completion
8. Identify opportunities for sales support to streamline entire sales processes
9. Liaise with other colleagues
10. Administrative support to Chief Medical Officer, Sales & Marketing Director and other colleagues as required
11. Supporting the preparation of board report
12. Supporting marketing campaigns and other activities
13. Assist with management of office
14. All other reasonable management requests.

**Person Specification**

	Essential	Desirable
<b>Educational</b>		
GCSE English and Maths, grade 'C' or above, or equivalent	✓	
A-Levels, degree or equivalent		✓
<b>Work experience</b>		
Experience of drafting documents from templates, including bespoke text to meet outlined requirements	✓	
Experience of working in a sales environment	✓	
Experience of sales administration, including Salesforce or similar CMS	✓	
Experience of providing administrative support to colleagues	✓	
Experience of working with high levels of accuracy in a busy, team-focused organisation	✓	
Experience of drafting documents from templates, including bespoke text to meet outlined requirements	✓	
<b>Personal attributes</b>		
Excellent, confident telephone manner	✓	
High level of attention to detail	✓	
Personal and professional integrity	✓	
Team worker who can manage workloads received from multiple sources	✓	
Able to work with high degree of autonomy		
Organised and able to be flexible to manage competing demands	✓	
Willing to acquire new responsibilities and develop skillset	✓	
Ability to use MS Office products to intermediate standard, including PowerPoint, Word and Excel	✓	