

Sales & Marketing Assistant

Job Title: Inside Sales & Marketing Assistant

Location: Malvern based office

Website: www.pmtgb.com & www.pmtgbshop.com

Job Type: Full-Time

About Us: PMT (GB) Ltd is a family run business with offices in France, Benelux, UK and Germany. We focus on contamination control within the cleanroom and controlled environment industries including Pharma, Hospitals, Automotive, Electronics, Semi-Conductor and anyone else working with cleanrooms and controlled environments. We supply a range of contamination monitoring instruments including particle counters, air samplers and real time microbial monitoring equipment. We are looking for a motivated and results-driven Inside Sales Person to join our team.

Job Description

Job Summary: The Inside Sales & Marketing support person will be responsible for generating new sales opportunities, managing customer relationships, assist in achieving sales targets and assist in marketing and general support in the admin office. This role requires excellent communication skills, and a good sales acumen.

Key Responsibilities:

- Identify and qualify new sales opportunities through inbound lead follow-up and outbound cold calls and emails.
- Understand customer needs and requirements to provide appropriate solutions.
- Generate sales quotations
- Occasional customer visits with sales engineers
- Maintain and expand the database of prospects.
- Perform effective online demos to prospects if needed.
- Collaborate with team members to achieve better results.
- Helping maintain and update our online Shop.com website
- Provide feedback to management on market trends, competitive threats, and customer needs.
- Support marketing efforts by creating e-mail blasts and maintaining product data sheets and brochures.
- Attend exhibitions and marketing events.
- General support of the admin office when necessary.

Qualifications:

- Proven inside sales experience preferential.
- Customer facing role experience.
- Strong phone presence.
- Proficient with marketing and web presentation tools.
- Experience working with [CRM software] or similar CRM.
- Excellent verbal and written communications skills.
- Strong listening and presentation skills.
- Ability to multi-task, prioritize, and manage time effectively.
- Technical experience of hands-on with instrumentation preferable.

Benelux · France · Together we create Solutions · Germany · Switzerland · GB

Benefits:

- Competitive salary and annual bonus structure.
- 25 days holiday plus Bank Holidays
- Professional development opportunities.
- Friendly and supportive work environment.
- Overseas travel possible

Depending on the individual, progression to field sales could be possible, although this will be up to the individual.

This will be an office-based position, although when appropriate, home working is possible. Working hours will be 08:30 to 17:00 Monday to Thursday and 08:30 to 14:30 on Fridays. Full instrument training will be given and continual support from colleagues and suppliers.