

## Job Title: Sales Support Co Ordinator

<b>Job Family</b>	Sales Department
<b>Reports to</b>	Regional Sales Director

### Job purpose

To provide support to the Regional Sales Directors and Sales Manager

### Key Accountabilities

- To provide administrative assistance to the Sales Managers and Regional Sales Directors
- Booking and arranging travel, transport and accommodation for Sales Team with appropriate approvals.
- Assist with organising internal and external meetings and events.
- Act as the first point of contact for the Regional Sales Directors with internal and external stakeholders and to manage contacts, deal with enquiries and queries (acting as the gate-keeper)
- Provide comprehensive and confidential secretarial and administrative support to the Regional Sales Directors
- Ownership of diary management ensuring time is maximised ensuring appropriate forward planning of meetings and other documentation in alignment with the meeting schedule, ensuring that details of venues, directions, attendees and any other relevant information is organised and communicated as necessary
- Collaborate with the PAs across the business ensuring all key business meetings are in the diary and the engagements run smoothly
- Collation of information for reporting purposes
- Responsible for the process of uploading sales releases.
- Providing support and cover to other PAs and secretaries in the office
- Provide marketing information to assist with pricing strategies for new developments. To collate additional reports and information and present to the SD or H/O Sales as and when new schemes are requested by the preconstruction department.
- To oversee the rotas for site sales centres on a month by month basis, arranging for cover for illness and holidays and to be on call for all emergency staffing requirements.
- To assist in the arrangements of new starters with the Senior Sales Trainer to work alongside the rotas ensuring cover is implemented.
- To help and assist in the communication and implementation of all new processes and procedures
- To be involved with and assist with the coordination of sales related business projects.
- To collate the competitor information on a monthly and weekly basis
- Overseeing of Health and Safety reports and actions are completed, arranging for any training required with the Health and Safety advisors.
- Assisting in the site set ups of schemes where extra support is required.
- To assist in signage ordering /chasing when approval is required by the Regional Sales Director
- Attend meetings as and when required by the Regional Sales Director
- Maintain knowledge and adhere to relevant Group Policies and Procedures, Legislation and Regulations
- Develop and ensure safe working practices

#### Experience, Skills and Knowledge required

- Experience of the sales role to help understand the full sales journey is essential.
- Flexible working hours and to be able to work out in the field as well as office base.
- Able to work on own and as part of a team.
- Competent user of MS Word & Excel;
- Competent user of COINS operating system;
- Valid UK driving license preferable

#### Core Competencies