



Sales Coordinator

Job description

Position Summary

Responsible for supporting activities of the Business Development Team. Managing the BD activity diary to ensure that all actions, meetings and follow ups with Customers timely and satisfactorily completed. Ensuring that the Company's CRM system is kept up to date with the latest information regarding Customer information, opportunity status and progress. Managing the proposal generation process to ensure quotes and proposals are produced on time and in compliance with Company procedures and Customer requirements. Supporting the BD Team with marketing activities and travel logistics.

Hours

37 hours per week basic with overtime as necessary to fulfil the role.

Responsible to

Business Development Manager, HPI Energy Services Ltd.

Responsible for

Assigned resources.

Location

HPI Energy Services Ltd., Lincoln, UK.

Main Responsibilities

- To help cultivate and maintain strong customer relationships.
- To confidently support the Business Development Team with their sales, marketing and admin activities
- To manage the proposal generation process to ensure their timely and accurate production.
- Manage the BD Team Diary
- Manage the distribution of sales literature when requested
- Monitor for potential opportunities from various procurement/tender portals
- Prepare case studies and news articles for the website



- Contribute to web site development
- Support exhibitions and customer presentations when required
- Organise and support customer meetings at the office and other venues
- Support other departments when required
- Maintain the Company's CRM database and central BD cloud server by ensuring the content is up to date
- Receive, assign and follow up any telephone or emailed enquiries
- Ensure HPI QA, Environmental, Health & Safety Targets are met and complied with.

General

To carry out any other duties commensurate with this post as directed by the Directors.

Professional Qualities

- Demonstrable administrative experience in a similar role
- Enthusiastic, results oriented and enjoys all aspects of an administrative role in a small, busy office.
- Good attention to detail with a "get it right first time" approach.
- Be able to communicate and challenge at all levels of the company, up to and including the Directors, to get the job done.
- Be personable with Customers, able to effectively communicate their requirements to the BD team.
- Helps motivate the team to work together in the most efficient manner.
- Keeps track of lessons learned and shares those lessons with team members.
- Supports the day-to-day operation of the BD Team.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Excellent communication skills (written and verbal)
- Excellent computer skills (including MS Office)
- Ability to maintain Company integrity through confidentiality and discretion.
- Ability to embrace change
- Ambitious, looking for a career in Administration or Sales and Marketing

Qualifications/Experience

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| 1. Over three years administrative experience in a similar role | Essential |
| 2. Demonstrable PC skills (e.g. MS Office) | Essential |
| 3. Knowledge of Salesforce or similar CRM tools | Desirable |



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| 4. Qualification in administration or sales/marketing | Desirable |
| 5. Experience of interacting with senior management and external customers | Desirable |

EEO Statement

HPI Energy Services, LLC is an Equal Opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.