

STEPHEN AUSTIN JOB DESCRIPTION

Position: Sales Support Executive

Reporting to: Sales Manager

The Company

Stephen Austin is a well-established confidential and commercial printing company based in Hertford and part of a privately owned printing and newspaper publishing group. The Company employs approximately 125 staff, of which 35 are office-based. The Company handles a broad range of print and related products and services, from large-scale confidential and commercial print and fulfilment contracts to general printing and mailing services.

For further information, please visit www.stephenaustin.co.uk

Job Description

- To provide administration support to Commercial Team
- To support the marketing activities of the company including organising the production of promotional materials (brochures, case studies).
- To provide a data analysis/inputting/monitoring service to support the Commercial Team

Areas of Responsibilities

- To provide full administrative support to Commercial Department.
- To process incoming enquiries generated by Sales team and ensure all details are correctly logged to the MIS system
- To apply for and circulate tender documentation under guidance from Sales Manager
- To undertake completion of tenders to a high standard and meeting strict deadlines
- To maintain and monitor an up-to-date database of all current and past tender applications and deadlines
- To act as office-based support for Commercial Team when out on business, answering telephone calls, monitoring emails, passing on messages, managing up to date information from MIS system
- To ensure customer, prospect and contact information on Prism is updated when required
- To make necessary arrangements for all sales-related meetings (including client visits) at Stephen Austin i.e. booking venue, ordering catering, sending out meeting requests, generating agendas, prepping meeting rooms etc.
- To assist the Commercial Team with general filing and maintenance of sample library
- To liaise with external agency regarding SA website - instruct when changes or updates are required (under guidance from Sales Manager) and to raise purchase orders for any work completed
- To assist in organising the design and print of SA brochures, email banners and case study documents
- Preparation of presentations, tenders and other information to support Commercial Team
- To maintain a database for distributing calendars and diaries to clients
- To coordinate and control the production of the Company quarterly employee newsletter.
- To provide lunch time, holiday and sickness absence cover on Reception

This is a broad overview of the role and does not encompass all aspects of the position.