

Job Description

Sales and Marketing Manager

Post & Job Title

- Sales and Marketing Manager

Location

- BioCity, Nottingham

Working Hours

- Flexible – 20 hours per week normally 4 hours per day

Reporting To

- Managing Director

Responsible For

- Sales and Marketing Assistant

Working With

- Managing Director and all other employees

Purpose of Job

- To manage the receipt, handling, and escalation of all sales enquiries
- To administer the preparation of quotes
- To create and implement a Marketing and PR strategy
- To identify and co-ordinate market information on behalf of HEC
- To produce appropriate marketing collateral as required
- To produce appropriate PR collateral as required
- Manage the day to day work of the Sales and Marketing Assistant
- Other tasks as required

Main Duties and Responsibilities

- To manage the receipt, handling, and escalation of all sales enquiries
 - To receive and co-ordinate all sales enquiries in line with the company's sales process
 - To monitor the status of all live enquiries to ensure all HEC and enquirer actions are completed in a timely professional manner and escalated to the MD when required
 - To ensure that all quotes and associated files are linked to an enquiry
 - To follow up sales activities with clients & potential clients
 - To chase and analyse the reasons for failure to turn an enquiry into a new order
 - To monitor company sales KPIs and sales performance