

## **Sales and Marketing Secretary**

JMC IT is one of the region's premier IT solutions providers. Established for 30 years, privately owned, and profitable, the company is passionate about both its clients and its people. Average length of service is 10 years and the company is currently rated 9<sup>th</sup> Best Small Company to Work for in the UK by The Sunday Times.

As a consequence of our continued growth, we are delighted to offer an opportunity for an experienced Sales and Marketing Secretary to join our team.

The successful candidate will be responsible for providing secretarial services to the sales team including typing, general administration, diary management, quotation production, marketing support (mailer/eshot production, event co-ordination etc) and other varied duties.

We are looking for an energetic, enthusiastic person who is motivated and able to use their own initiative. An excellent working knowledge of Microsoft Word is essential together with excellent typing skills. Experience of other Microsoft products like Excel and PowerPoint would be an advantage. Relevant experience and the ability to learn quickly, work with 100% commitment and contribute to the success of our existing team of dedicated professionals is vital.

### **Key Responsibilities**

- Primary contact for typing and all of the requests including typing of all quotations, network reports, meeting minutes etc;
- Experience of audio-typing;
- Booking appointments;
- General admin activities;
- Client interaction ;
- Marketing activity co-ordination including event/campaign preparation, website maintenance and internal document maintenance;
- Liaising with clients, new business contacts, suppliers and associated agencies;
- Marketing support including database maintenance/administration, e-newsletter generation etc;
- Marketing collateral stock management;
- Sales support including sales lead logging.

### **Knowledge and expertise**

- Typing experience is essential;
- An excellent working knowledge of Word is essential;
- Knowledge of Excel and PowerPoint would be advantageous;
- Excellent keyboard skills;
- Good telephone manner;
- Ability to prioritise workload;
- Good standard of English;
- Flexible and approachable;
- Good verbal and written skills;
- Ideally IT knowledgeable;
- Ability to work to deadlines;
- Copywriting skills would be advantageous;
- Experience of managing marketing activities would be an advantage as would an understanding of the IT industry.

JMC IT is an equal opportunities employer. All employment offers are subject to satisfactory standard CRB, HM Treasury and reference checks.

NO AGENCIES.