

Sales & Marketing Assistant ID Card Consumables at Aurora Computer Services

Salary £16-18,000 + commission (£4-6,000)
+ health + pension + bens (after qualifying period)

As part of Aurora, the UK's leading provider of Biometric Facial Recognition, the ID Card Centre supplies a complete range of identity and security related products including PVC card printers, lanyards, plastic cards and all associated accessories.

We are now seeking a confident and enthusiastic person to assist in growing the business within the ID Card Centre. You will be a self starter with a good telephone persona and strong administrative skills. Ideally you will also have some flair for marketing and design.

Your role will involve many aspects of sales and marketing including preparing for and attending exhibitions, sales order processing, procurement, assisting with preparation of emailshot marketing and design of leaflets.

You will be responsible to the Consumables Division Manager however your role will invoice both autonomously and also as a member of the consumables team.

Your role will involve aspects of the following:-

- preparing quotations for both new and existing customers
- receiving and processing orders
- stock replenishment
- picking, packing, checking and fulfillment of orders
- arranging couriers and raising shipping labels
- Printing SOPs, POPs and invoices and filing as per procedures
- Management of the bureau involving artwork setting and printing
- Preparing for exhibitions and events
- Management of the ID Card bureau involving printing of ID badges in both small and large quantities
- invoice processing
- keep ID Card Centre website up to date
- assist with the source, develop, build and update databases for marketing activity
- research new business opportunities
- contacting both new and existing customers by telephone to set up meetings for system demonstrations
- gather customer information relevant to sale/future sale
- assist in the production of mailshots/emails to customers to keep them up-to-date with latest Aurora news
- follow up mailshots/emails leading to demonstration/visit/sale
- operate a systematic 'cycle of calling' procedure
- demonstrate steady movement towards a sale
- work to targets and deadlines
- attend exhibitions and conferences (as required)
- production of quotations
- maintaining a data base of prospects and customers

- update the monthly reports showing list of prospects and steady movement towards a sale (to include mailshots/emails sent, follow up calls/visits made, negotiations entered into etc.)
- Any other reasonable duties as and when required.

You must be:-

- Fully conversant with MS Office especially Excel and Word
- Be efficient and accurate with an eye for detail
- Able to work under your own initiative
- Be able to learn new software and hardware
- Able to multitask and work well under pressure
- Strong administratively and willing to carry out filing
- Confident and able to build up a rapport with customers
- Able to learn on the job and have a “get the job done” attitude
- A car owner/driver due to our rural position between Northampton & Kettering

If you feel that you have the above and would be interested, please email your CV to recruitment@idcardcentre.co.uk or call us on 01604 780808 to discuss.

www.idcardcentre.co.uk

NO AGENCIES PLEASE