

Sales and Marketing Executive Assistant

Who we are

Dayta are a Sage Business Partner that sells, supports and develops Sage accounting software. Dayta's head office is based in Fairford Leys, Aylesbury.

Overview

Having realised considerable achievements already, our business is on a journey of growth, so this is a great time to join us. We are looking for a dynamic, tenacious person who understands that organisation is key. The key focus for this position is to provide support to the Sales and Marketing team as our solid base in the office who is always at hand to assist with sales developments. You will work with the team to manage the process of new business and account management for our existing customers.

Key Accountabilities and Main Responsibilities

- Diary management, travel arrangements and organisation of meetings
- Preparation of proposals for prospective clients
- Pipeline management
- File, archive and manage all project related information efficiently.
- Place Software orders with Sage
- Coordinate support contracts
- Customer Care Calls
- First contact for all website enquiries to qualify, record on CRM and pass over to Sales
- Provide first line telephone response for the department
- Administration duties for Business Development Executives
- Document management
- Maintain and manage CRM database
- Deliver marketing communications to customers and prospects
- Event preparation
- Data gathering calls to customers and prospects

Skills required

- Ideally, you will have a sales background with an understanding of accounting practices.
- Excellent computer skills especially Microsoft Office.
- It would be advantageous to have experience of social media marketing, website design, web analytics, SEO and Google tools.
- Excellent interpersonal skills with the ability to work alone or within a team.
- The ability to work well under pressure, be proactive, inquisitive, quick to learn, well organised and to multi-task.
- Proven Customer Service experience.

This is a full time permanent position.

Monday to Friday 9:00am-5:00pm

Salary up to £22,000.00.

If this position interests you, please forward your CV to recruitment@dayta.co.uk