

Sales Administration / Support Executive

Leeds

Competitive + 10% bonus, 23 days holidays (rising to 25) plus bank hols, long service cash incentive scheme(s) and other great benefits

37.5 per week (Mon to Fri) – we will consider applications from candidates looking for part time hours.

ABOUT THE ROLE

The company is based just outside of Leeds, with excellent public transport networks. This role is an exciting opportunity for someone to join us at such an exciting time. It has been newly created and as such, the successful candidate will contribute to the development of the role content

WHAT YOU'LL BE DOING

- Supporting the Director of Acquisitions and Sales team in building new client relationships, managing existing relationships and ensuring that stakeholder contact is maintained and professional
- Funnel Creation Planning including early marketing, pipeline interrogation and arranging appointments
- Interpreting data and providing relevant management information on our sales pipeline
- Events planning and management
- Management of the CRM system ensuring that data captured is meaningful in date and easily interpreted by key internal stakeholders
- Liaising with new and existing clients by telephone and email correspondence
- Managing correspondence between the sales team and their clients where needed
- Scheduling diary appointments for the Director and Sales team.
- Ensuring that all sales calls are conducted in a timely manner, documented and escalated appropriately
- Create and maintain client records & records of discussions
- Manage all arrangements associated with events for promotion and marketing purposes and create and maintain an annual events calendar
- Manage key supplier relationships for events, marketing and sales initiatives and provide associated updates to the Director and Sales team as appropriate
- Build and maintain strong working relationships across departments within the company.
- Represent the interests of the company in a professional and competent manner.
- To take responsibility for risk and compliance within the remit of your role.

WHO WE ARE LOOKING FOR

- You'll ideally demonstrate Financial Services industry experience, and even better if you have knowledge of the debt recovery industry

- You'll understand what it means to work in an FCA regulated environment
- You'll be an Intermediate Office user (Excel, Word, PowerPoint, Visio, and email)
- Demonstrate the ability to communicate at a senior level
- Strong CRM System management skills
- Strong digital marketing skills
- You'll be adaptable and show flexibility to tasks and deadlines
- You'll need to work under own initiative
- Accuracy and attention to detail are critical requirements of the role
- Your clear and effective communication skills (written and verbal) will be demonstrated at interview
- You'll have the ability to prioritise workloads.
- We need strong planning and organisational skills.
- You'll be a great problem solver – looking proactively for solutions every day.
- You'll demonstrate excellent Customer Service skills
- You'll have good numerical skills.
- Ideally, you will have some basic negotiations skill and experience

WHAT YOU'LL GET IN RETURN

- **A really competitive salary dependent on experience**
- Monday to Friday 37.5 hours per week. Although we are open to applications from candidates looking for part time hours
- Up to 10% bonus paid annually
- Up to 5% employer contribution to your pension plan
- Generous Healthcare Cash Plan
- Long Service Incentive scheme
- 23 days holiday (Rising to 25 days with length of service) + Bank holidays
- Free Parking
- Other benefits associated with forward thinking companies, including really great recognition schemes
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).

To apply, simply send a cover letter and your CV to careers@lanternuk.com