

# ***Account Manager & Sales/Marketing Assistant***

**Are you looking for a placement experience which is varied and exciting? This company is looking for a placement student to provide broad support across the business, although there will be opportunities to pursue particular areas of interest. As a small company, working with 5 other members of staff including the Managing Director, there is plenty of opportunity to get a broad range of experience in running a business.**

## **Job Description:**

The role will be split between administration/account management and sales/marketing. It will suit a student who has an interest in account management and CRM, who would value working in a small company environment where they can see the whole workings of a company. It will especially provide students with an interest in food marketing, ethical consumerism and who have a concern for the environment an extremely valuable placement

The tasks within this placement will include the following:

### Administration:

- Answering the telephone
- Print out paperwork for drivers
- Managing and responding to emails from customers and suppliers

### Account Management:

- Ensuring excellent customer service is provided at all times, including follow up calls and emails
- Any lapsed customers are contacted and encouraged back
- Managing the customer service retention programme / follow up calls

### Sales & Marketing:

- Event management – support and organisation of new customer dinners, including managing the invitation process and assisting where necessary on the night
- Signing up customers at events and at shows
- Managing social media sites including FaceBook and Twitter

NB: for any attendance at evening events, time will be given in lieu at the discretion of the Managing Director.

## **Essential requirements:**

- Fluent English written and spoken
- Studying a Masters or Degree in Business and/ or Marketing
- Interest and/or experience in Food Marketing and/or Organic Farming
- Experience or understanding of Social Media – FaceBook, Twitter
- Excellent communication skills and ability to communicate with people at all levels
- Polite with good telephone manner
- Attention to detail
- Excellent computer skills
- Ability to use own initiative and work without supervision
- Organised

- Enthusiastic attitude
- Smart appearance as there will be some customer interaction

**Desirable attributes:**

- Events experience would be beneficial
- Interest in cooking would be useful, from a communication aspect at events
- Experience in a sales environment would be useful

**Company activity:**

- The company sell and deliver organic vegetable and fruit boxes to consumers at their homes direct
- Additionally they sell meat and other products, including fruit to businesses
- The business delivers approximately 900 boxes of produce per week and has a turnover of circa £1million per year

**Location:**

- Working from a pleasant purpose built office situated in the owner's home garden the location is a 10 minute walk from Wimbledon station and a 15 minute walk from Wimbledon Village
- There are plenty of shops nearby as well as the Wimbledon tennis championships
- Many of the other amenities you would expect from a capital city such as theatres, restaurants and other attractions are all within easy reach
- Excellent transport links to central London and many other parts of the UK are easily accessible

**Remuneration details:**

- A training allowance of £500 a month will be provided to assist with accommodation and subsistence costs

**APPLY NOW**

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