

Job Description

Job Title: (Graduate) Marketing & Sales Coordinator

Holiday Allowance: 26 Days + Bank Holidays

Location: Hertfordshire / London Offices

Competitive Salary + Bonus Structure

Working Hours: 08:30-17:30, Monday – Friday

About Your Refreshments Ltd:

With decades of collective vending industry experience, Your Refreshments is an independent, family-owned, and operated provider of food and drink solutions for clients in London and the surrounding areas. Enjoying long-standing business relationships with the leading manufacturers and brands, the business is going from strength to strength whilst pursuing ambitious growth plans.

About the role:

Your Refreshments Ltd are seeking an ambitious individual to join our business as Marketing & Sales Coordinator. This entry-level position is an exciting new role that offers the right candidate an opportunity to develop their skills with practical hands-on experience. The focus of the role is to support the Marketing & Sales function through a mix of administration, data, content, and campaign management. The successful applicant is sharp, motivated, eager and passionate about learning new skills. You will be working alongside a team of people who are experts in the vending industry and their respective business functions.

You will underpin the Marketing & Sales departments and the businesses overall growth targets, with a keen eye for detail and a desire to grow with us. This role reports to the Head of Marketing and will also liaise closely with the Head of Sales.

What we are looking for:

We are looking for a hard-working, disciplined individual with ambitions to develop a career in sales and/or marketing. The role is open to develop into either area with training and support from expert resources, both inside and outside of the business. If you show the commitment and resolve, you will develop and progress into new roles as they open up.

The role will include, but not be limited to:

- Execution of marketing campaign-related tasks, such as sending email campaigns, posting to social media, and uploading data
- Creation of content, such as draft webpages, blogs, and social posts
- Managing content on the company website
- Management of the social media calendar
- Regular reporting on Marketing and Sales performance
- Updating the customer relationship management (CRM) system
- Liaising with design agencies to develop and deliver branded materials.
- Organising product photo-shoots at customer and supplier sites
- Gathering testimonials and reviews from our happy customers!
- Qualifying prospect customers on the CRM system using digital tools such as email, social media, and phone calls.
- Handling inbound enquiries via emails and telephone
- Some general office administration
- Some general administrative support for the Marketing and Sales teams

Requirements:

- Strong communication, with excellent proficiency in both written and spoken English.
- Undergraduate Degree is an advantage.
- Previous experience in a Marketing or Sales role is an advantage.
- Passionate about developing a career in Marketing and/or Sales.
- Highly IT literate and interested in using new technologies.
- Keen to learn, grow, and improve skills, every day.
- Enjoys a fast-paced, energetic environment.
- Minimum of 2 references from previous employment and/or study
- Successful completion of a CRB check
- Full, UK Driving license.
- Commutable to the Your Refreshments offices in Hertfordshire

If you believe you have what it takes, we would like to hear from you!