

Job Description

Job Title: Commercial Assistant	Salary: c£20,000
Reports to: Managing Director	Hours: Office Hours Monday - Friday
Location: Kimbolton or as reasonably required	Direct Reports: Nil

Main purpose of the role

- To provide administrative and customer service support for the sales and purchasing activity of the business
- To develop and maintain an up-to-date CRM system
- To assist the Commercial Department with general sales and purchase functions

Key Responsibilities & Tasks

- Populate the new CRM system and ensure that information is accurate and kept up to date
- Develop the potential customer & supplier database by research & cold calling
- Use the CRM system to manage and plan sales & marketing activities
- Provide general support to the MD in his sales and purchase activity
- Provide account management support, for specified key accounts – both customers & suppliers
- Assist in the preparation of monthly and ad hoc reports into commercial activity
- Prepare company presentations as and when required
- Organise attendance at trade shows & associated travel plans
- Provide holiday cover in specified administrative roles within the company
- Assist in additional commercial activity as and when they are identified

Key Skills & Competences

- Computer Literate – Word, Excel and Powerpoint
- Competent level of mental arithmetic
- Good attention to detail in data entry and administration
- Good communicator both written and verbal
- Can multi-skill and have several different jobs on the go at once
- An understanding of agricultural / rural issues would be of benefit

Attitudes

- Enjoy a dynamic busy environment
- Prepared to go 'that extra mile' to make a difference
- Team worker
- Organised