

**Job Description – Beauparc**

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| **Job Title** | Sales Support Administrator |
| **Reports to**  | Sales Manager |
| **Location** | Leeds |

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| **About us:**At Beauparc we are leaders in the waste management industry, dedicated to innovation, sustainability, and delivering exceptional service. Our marketing team is pivotal in driving our digital transformation and ensuring we effectively reach and engage our audience. We are seeking a dynamic and creative Social Media Executive to join our marketing team. The successful candidate will be responsible for developing, implementing, and managing our social media strategy to enhance our online presence, improve marketing and sales efforts, and increase brand awareness. This role requires a strong understanding of current social media platforms, trends, and technologies. |

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| **The Role:**Core responsibilities include working as part of a team, contributing towards the overall sales department including waste strategy and helping to deliver customers with a first-class product range and service delivery. |

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| **Responsibilities:*** Completing relevant sections of the inhouse CRM software
* Cover holiday and sickness within other departments.
* Assist in waste verification work.
* Accurate and detailed input of orders onto the bespoke system.
* To provide administrative and customer support for customer service and the sales team.
* Be proficient in the use of Microsoft Office, Excel and any other systems used within the Company.
* Assist customers to resolve service issues, manage and facilitate customer requests for additional products and damaged containers.
* Work with the accounts department to resolve invoice queries.
* Any reasonable request made by line management.
* Help develop the Nationwide brokerage
* Completing Supplier Questionnaires
* Making appointments for the Sales Team
* Completing Nationwide Waste Reports
* Any other duties as reasonably requested by your Line Manager
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| **Person specification:*** Professional telephone manner.
* Competent of dealing with account customers.
* Good listening skills, confident, friendly and approachable personality
* Self-driven, motivated and a can-do approach
* Problem solving skills with the ability to work to challenging deadlines.
* Excellent IT skills
* Geographical knowledge is an advantage to this role but not essential.
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*Beauparc aims to attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.*

*(DE&I Policy Statement)*