

Sales/Finance Support

Nottingham, UK



About the role

We're looking for an organised and diligent individual who is ready to get stuck into a fast-paced environment and support our the Sales and Finance team in their work with major corporate clients. You will be joining a dedicated team that drives the sale of innovative digital learning solutions to an extensive global client base of FTSE 100 companies.

As a member of the support team you can expect to provide fantastic account and relationship support to our clients, as well as driving and motivating the team to achieve their targets. Working alongside our support team this is a crucial role within the business. Your areas of responsibility range from gathering commercial intelligence to providing meticulous sales administration support to ensure the successful running of our internal sales processes and assisting the accountant with financial administration.

This role is suitable for a confident, organised and experienced individual that thrives in working in a busy and target driven sales environment.

What does the role involve?

- Helping to drive the Sales team to achieve their targets through the monitoring of KPIs and performance standards
- Providing administrative support to the sales team. This includes the creation of sales orders, statements of work and quotations, producing weekly and monthly sales reports, and ensuring the timely delivery of client purchase orders
- Coordinating and preparing client account folders for strategy meetings
- Assisting the Accountant with a variety of projects
- Research and booking of travel
- Preparing client research to assist with the coordination account strategies
- Analysing internal data and reports, highlighting key information to the Sales Management team
- Organising internal sales and project kick-off meetings
- Maintaining the internal CRM system (Act!)
- Organising and booking travel for our Account Managers.

The successful candidate will have. .

- Experience working in a sales team with a corporate client base (**essential**)
- Ideally a minimum of 4 years' experience in a sales or business support capacity (**essential**)
- Experience in a client facing role
- Fantastic communication skills
- Excellent attention to detail
- A proficient working knowledge of Microsoft Office (with Excel being of particular importance)
- Experience with CRM systems
- Strong organisational skills and ability to work proactively in a fast-paced environment
- The ability to effectively manage your own time and prioritise tasks.
- A keen eye for detail

What are the 'nice to haves'?

- Team leading or people management skills

Benefits

- **Holiday:** you'll get 31 days of paid holiday per year (inc. bank holidays) and the office is closed between Christmas and New Year.
- **Development:** our management team provide support to each individual in their professional and personal development. We have an in-house training programme and assign each new employee with a mentor to help them learn the ropes.
- **Pension:** all our staff are auto-enrolled into the Company pension scheme.
- **Events:** our awesome events committee lovingly organise monthly fundraising and social events to get everyone together and raise money for some fantastic causes. We also host an annual summer BBQ at the MD's house and put on a cracking Christmas party.
- **Recognition:** we hold 'employee of the quarter' awards which are voted for by your peers. The 3 people with the most votes get a lovely bonus.
- **Location:** with great transport links, we're just a 15 minute tram ride or 10 minute drive away from Nottingham city centre. The office is just across the road from the Nottingham University Park campus; a beautiful green space with a lake, art gallery and cafe.
- **Food:** we're pretty food-obsessed here at BYG and are lucky enough to have some very talented bakers in our midst. You need some good willpower to avoid that sugar temptation. Oh, and it's tradition to bring in cake on your birthday.
- **Gym:** if you fancy getting fit after all that food, then you're in luck! All our staff get a corporate discount at all of Nottingham City Council's gym and fitness facilities, the nearest of which is just a few minutes walk from the office.
- **Childcare:** if you're a parent and want to save money on your childcare costs you can sign up to our Childcare Voucher Scheme.

What happens next?



If you love the sound of this role please send us your CV and a covering letter telling us more about yourself and why you're interested in the role. And if you'd simply like to know more or have an informal chat please just call our HR team on 0115 925 2221 or drop us any questions to jobs@bygsystems.com

And if it's not for you – can you think of someone this job could be perfect for? If so please do forward the details on to them!