



BE PART OF OUR GROWTH – COME ON-BOARD!

AG ARE SEEKING A SALES SUPPORT ADMINISTRATOR

LOCATION

Preston

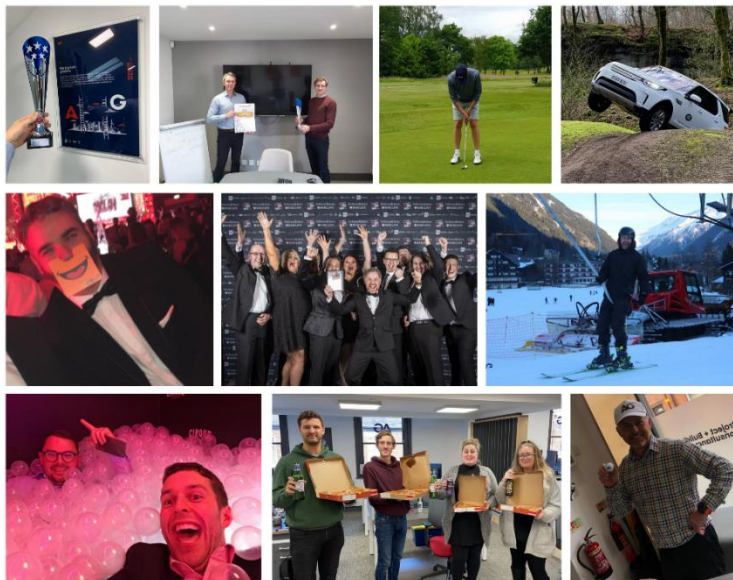
ABOUT US

AG are an ambitious and dynamic practice who recognise and reward contribution. We don't let a good idea get in the way of the best idea. We are an award-winning Project and Building Consultancy with offices across the North of England with a reputation for delivering commercially savvy advice to local and national clients including industrial, residential, retail, office; both occupiers and landlords.

We are extremely growth focussed and are looking to achieve a 100% growth over the next 3 years as part of our business growth plan. We have big ambitions and want the best team with us on this exciting journey.

We couldn't have achieved the success we have without our dedicated and hardworking professional team and AG are fully committed to the professional and personal growth of our team. We have a flat company structure giving employees the opportunity for fast track to the top.

Finally and if not most importantly, we believe work should be fun and enjoyable and aim to ensure our team has a brilliant (fun) career!



THE ROLE

Includes but not be limited to:

- Work closely with the Directors to implement the BD Strategy to ensure the overall Sales Pipeline Target is achieved.
- Preparing and understanding the weekly sales dashboard, identifying the gap, monitoring conversion rates, chasing open quotes and updating the fee earners BD activities. Providing a monthly overview and recommendations.
- Supporting the Service Heads and Key Account Managers internally to develop opportunities for further business development from existing clients, referrers, and strategic partners.
- Work collaboratively with the BD and Marketing Team to ensure the marketing activities support that of the overall BD goals.
- Responsible for maintaining an effective CRM Strategy and updated system with accurate records of sales activities. Drive actions/provide support to ensure actions arising are undertaken.
- Make outgoing calls to existing clients, target clients and lapsed clients and referrers.
- Prospect/generate leads from existing framework memberships.
- Responsible for co-ordinating tender opportunities including reviewing documents, compiling information to help answer specific questions, pulling the final document together to a high standard of design and content and submitting the final tender.
- Analyse existing clients and services and identify and promote further opportunities for cross-selling etc.

THE PACKAGE

Includes but not be limited to:

Recruiting and developing the best team is fundamental to our growth plans and we recognise and reward our employees by offering competitive salaries and transparent bonus scheme and a range of additional benefits that includes:

- **Salary Range (Depending on Experience) -From £23k- £25k**
- **On Target Bonus.** Your potential bonus pot being visible throughout the year and updated monthly.
- Clear and planned progression route - Fast track to the top for outstanding performers.
- Core hours working between 10am-4pm - with opportunity for flexible working to achieve 40 hours per week.
- 1-1 meetings monthly with your line manager to ensure your wellbeing and personal development.
- AG Academy - Training and Development Opportunities.
- 25 days' annual leave (increasing with service) + bank holidays.
- Pension with Employer contribution.
- Wellbeing Support including Financial, Training and Nutrition.
- Vitality Healthcare Package including ½ price membership at Virgin and Nuffield Centres.
- Inclusive professional and fun culture.
- Regular Team Social and Charity Events.
- Payment of relevant Professional accreditations.

AG ACADEMY

Includes but not be limited to: -

- All our employees enrol onto our AG Academy as soon as they join us to enable them to determine training goals to support their progression.
- A progression plan is then prepared and training throughout the year structured around all employee requirements.
- We provide weekly presentations/training/workshops covering core competencies along with in-house training to help develop soft skills and managerial/business experience.

TRAINING AND EXPERIENCE

Essential attributes: -

- Minimum 3 years' experience
- Excellent relationship builder
- Excellent telephone manner and confidence speaking on the phone
- Lead generation skills using LinkedIn Sales Navigator desirable
- Management of diaries and appointment booking desirable
- Excellent work ethic - Can work in a team but also on own initiative.
- Confident outlook and positive attitude.
- Excellent time management and organisational skills.
- Excellent communication skills and ability to build relationships.
- Strong verbal and good numerical / report writing skills.
- Flexible and ability to work under pressure.

EQUAL OPPORTUNITIES

AG are an equal opportunities employer and we encourage applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

APPLICATIONS TO

Recruitment@andertongables.co.uk