

Sales and Customer Support Administrator

Location: Cheltenham, Gloucestershire

The Company:

In a world where digital plays an increasingly important part in every business, Digivante offers a truly unique solution for Digital Performance Management. Based out of Cheltenham, Digivante is growing at over 50% per annum and has over 250 customers including Next, Audi, Superdry, LV, Discovery Channel, BBC, HM Courts and Tribunals, along with dozens more household names.

We are looking for an experienced Sales Support Specialist to join our rapidly growing team. As a Sales Support Specialist you will help our company grow by improving our sales process and productivity. Sales and Customer Success are the biggest drivers of our company's growth, so your position will play a crucial role.

In this role you'll get to

- Work with internal sales, marketing and business development teams
- Often be the first point of contact for prospective clients
- Set yourself up for a successful career by learning the necessary fundamentals to be a great sales or customer service expert

Key Responsibilities

- Process and arrange meetings with new inbound marketing leads
- Create proof of concept and other sales decks
- Manage and monitor lead allocation & sales team follow ups
- Weekly reporting of key management information
- Plan, implement and manage sales education workshops
- Arrange travel and accommodation for the sales team
- Oversee sales training material and suggest improvements
- Stay up to date with the latest industry trends and best practices

Skills & Experience Required

- 2 years' experience in sales support or similar role
- Highly proficient in MS Office, especially Excel and PowerPoint
- Good time management skills
- Great problem-solving skills
- Learns quickly / coachable

What's in it for you?

- Competitive Salary
- Top Rate Private Healthcare
- Pension Scheme
- Life, Income & Critical Illness cover
- Discounted Gym Membership
- Discounts on car, home, travel insurance
- Ride to work scheme
- Great working environment, fast paced and progressive, close family feel, friendly, informal and very social, target driven with rewards and social events