

**Job Title: Sales and Marketing Administrator**

Business Section: Support Staff

Position Type: Permanent position

Hours of Work: full/part time – we want to attract the best. All roles within Latitude91 benefit from flexible working arrangements.

Location: Basingstoke

**Job Summary:**

To provide sales, marketing, and general administrative support to the team, putting together sales proposals, ensuring they are submitted correctly and on time, responding to sales enquiries, general marketing tasks, managing the group quality system, and administrative duties as required.

**Responsible for:**

- Responding to initial sales enquiries that come in via the company websites.
- Maintaining and updating the company CRM database with new sales opportunities.
- Searching for new tender opportunities and managing the tender process, ensuring all bid proposals are submitted within the timescales required.
- Creating new marketing material.
- Maintaining the sales and marketing documents and ensuring they are kept up to date. This includes case studies currently created in InDesign.
- Managing the company websites which are built in WordPress. This may include coming up with new ideas for content, imagery, videos etc.
- Managing Google Ads and future campaigns.
- Managing the group quality system. We are ISO9001 and 27001 accredited.
- Managing the monthly internal newsletter.
- General administrative support, for example, travel bookings, paperwork and filing.

**Essential Skills & Experience:**

- Excellent written English language skills
- Attention to detail
- Must be proficient in Microsoft Word and Excel
- Ability to work under pressure and adhere to deadlines
- Flexibility

**Desirable Skills & Experience:**

- Creativity
- Proficiency in WordPress
- Proficiency in InDesign