



The Complete Refuse Vehicle Solution

Sales Office Administrator



Low Loader



RediTruck



*Repairs and
Maintenance*



*Customer
Hire Fleet*



Quality Used



Spare Parts



The Complete Refuse Vehicle Solution

Job Title	Sales Office Administration
Department	Sales
Reporting to	Commercial Director
Location	Dursley, Gloucestershire
Job Description	To oversee and co-ordinate all sales activity in order to maximise company profits and provide support and assistance to the Commercial Director.
Responsibilities	<ul style="list-style-type: none"> • Sales and marketing administration • Coordinating all sales activity within sales office. • Communicate/ Update customers weekly with vehicle progress. • Experience with all Microsoft packages. • Managing and updating RVS On Line Database. • Updating, managing and efficiently controlling the sales process. • Working with sales team to ensure customer information is communicated into the business • Administrate the sales pipeline. • Undertake market research, programmes, reviewing competitor's prices and services. • Visiting customers/external Marketing and PR agencies. • Assisting the Commercial Director in writing reports, preparing company brochures and similar documents. • Assisting with setting and managing the annual marketing budget. • Arranging and setting up presentations and promotional events. • Expand and develop marketing platforms. • To undertake any other relevant duties that may be delegated by the Commercial Director and the Managing Director.
Attributes and Skills	<ul style="list-style-type: none"> • Excellent organisational skills • Good team player • Persistence, resilience and sales skills • Must be IT literate • Understanding of Website and social media management • Possess an excellent attitude to work along with good time management
Additional	Competitive rates of pay based on experience and skill set

Please send your CV and covering letter to Careers@rvsl.co.uk