

Job description

Position	Sales Support Executive
Reports to	Sales and Marketing Director
Location	Roslin Innovation Centre, The University of Edinburgh, Easter Bush Campus, EH25 9RG

About Greengage

Greengage Lighting Limited is a leading global manufacturer of intelligent and innovative LED lighting systems; combining state-of-the-art lighting technology with integrated design to deliver powerful, affordable and easy to use lighting systems.

Objective

To underpin further growth, Greengage requires a Sales Administrator to provide administrative support to our growing sales function. This is an excellent opportunity for a bright entrepreneurial individual who is looking to pursue a career in sales or in the agri-tech space. You will have the opportunity to work with and learn from a small talented team and have the opportunity to impact the success of the business directly. This role will involve some international travel.

Duties and key responsibilities

- Support the external sales team in new business development.
- Attending trade shows, and conferences with the team.
- Manage new inbound leads via email/telephone.
- Assessing customer needs and liaising with internal stakeholders to ensure requirements are met.
- Prepare quotations and Project proposals, using basic CAD software.
- Customer service/support.
- Maintain the CRM system to track customer contact and opportunities.
- Helping the sales team achieve regular revenue targets by deal conversion, understanding customer requirements to effectively design and quote, and understanding competitor product offerings and pricing.

The successful candidate will possess

- Comfortable having direct customer contact, outgoing, confident and the ability to engage with a diverse customer base.
- Persuasive communications skills.
- Entrepreneurial spirit with a 'can do' approach.
- Competent in Microsoft Office (Word and Excel).
- Working as part of a team liaising with large numbers of internal and external stakeholders.
- Experience in customer negotiations.
- Job Type: Full-time.