

Sales Assistant

We are currently looking to recruit a Sales Assistant to join our busy office in Bedford.

The candidate will be supporting the Partners in carrying out various strategies and tasks, compiles, analyses, and reports marketing data, and helps to maintain client relationships.

Sales Assistant job duties may include:

- Providing customers with information on pricing and service offerings availability.
- Works under the direction of a Partner to help reach the company's marketing goals and objectives
- Enters sales and marketing data into spreadsheets and helps to create data and financial reports for the Partners
- Helps maintain excellent relationships through superior service skills
- Places calls to or visits a network of introducers as needed to provide marketing materials, deliver sales pitches, or answer introducer questions
- Organises and plans the production of all major marketing materials by working closely with printers, sponsors, and other involved parties
- Helps to plan promotional events under the supervision of the Partners
- Keeps client information confidential

If interested, please email covering letter and CV, marked for the attention of Sunil Kambli to sunil.kambli@premiersolicitors.co.uk