

Job Description

Sales and Marketing Coordinator



OVERVIEW OF POSITION

Working with the Commercial Team, you will be supporting the Company through an exciting period of significant growth as we expand our offering to the offshore energy markets. You will play a key role in helping coordinate our sales & marketing activities. You will also work closely with peers within our Technical, Assets and Operations departments. The role will also take a lead in the marketing objectives across the business.

PRINCIPLE RESPONSIBILITIES AND TASKS

- Work with the Commercial Team to help with enquiries, proposals and contracts
- Read and understand the requirements of clients ITT documentation
- Ensure company CRM system is updated and accurate with all sales enquires
- Work with the team to support other departments with forecasting and planning
- Communicate with clients in relation to acknowledgement and management of RFQ' s
- Obtain relevant information from peers to support our client requirements
- Assist with the preparation of pricing calculations and commercial documentation to support tenders
- Prepare and help to develop Company presentations to explain our Company's capabilities
- Organise tender kick-off meetings and pricing reviews with the Management Team
- Prepare information for client clarification meetings following submittal of proposals
- Attend client meetings when required
- Support negotiations to ensure both Company and client needs are met
- Manage and maintain electronic documentation registers for proposals and contracts
- Maintain a professional standard expected by the Company and its clients
- Attend industry business development events and workshops
- Support in the development of sales literature (including specification sheets and brochures)
- Co-ordinate marketing activities as outlined within the Strategic Plan including social media activities, press releases, etc.
- Maintain Company web site through coordination with 3rd parties
- Ad hoc project work scopes

KEY MEASURES

- New initiatives are developed and presented
- An understanding of commercial processes is clearly demonstrated
- Tender documents are completed in a timely, accurate and professional manner
- Best practice for all commercial related activities is promoted
- Department systems and processes are working to auditable standards
- Identification of new clients and market opportunities
- Supplier and customer relationships are developed and maintained
- Tender conversation targets are achieved
- Ad hoc projects are delivered in timely manner, including effective communication
- Sales and marketing objectives are executed in a timely manner

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FORMAL EDUCATION

- Degree qualified

TRAINING AND EXPERIENCE

Experience

- Development role
- Marketing
- Initiative with previous employment
- Microsoft Office applications to the minimum of intermediate level (essential)

KEY BEHAVIOURS

- Attention to detail
- Ability to work on own initiative
- Excellent organisation and communication skills
- Ability to build relationships quickly and effectively
- Analytical and problem-solving skills
- Team worker
- Ability to work under pressure and to tight deadlines
- Resilience and tenacity

TRAVEL REQUIREMENTS

Limited travel may be required as part of this position including worldwide locations.

REPORTING LINES

Reporting to

- Sales Director

Direct reports

- N/A