

POSITION

# MARKETING / SALES ASSISTANT

DURATION

## FULL TIME

LOCATION

## KIDLINGTON - OXFORDSHIRE



### ABOUT US

Knoxed is a leading online retailer of media and electronic accessories. We design, manufacture, retail and support our own range of cables, HD products and devices. Our headquarters are based in the UK, but our global operations also rely on our offices in Berlin (Germany), Pune (India), Hong Kong and China.

We are a fast growing company and require committed, creative and hardworking individuals to join our team. We founded our company on the belief that there is a real potential for providing a great product at a great price with excellent before and after sales support.

We have over the years remained committed to providing our clients with quality, customised service at competitive prices and it is this business model that has allowed us to expand and grow.

### GENERAL SUMMARY

At Knoxed we are looking for a **Marketing / Sales Assistant** to join our team. The successful applicant will be responsible for assisting sales of the company's products and services within a marketing sector. The candidate should also be able to ensure consistent, profitable growth in sales revenues through positive planning. It is imperative that applicants are driven and passionate for their work and should be committed to delivering excellence.



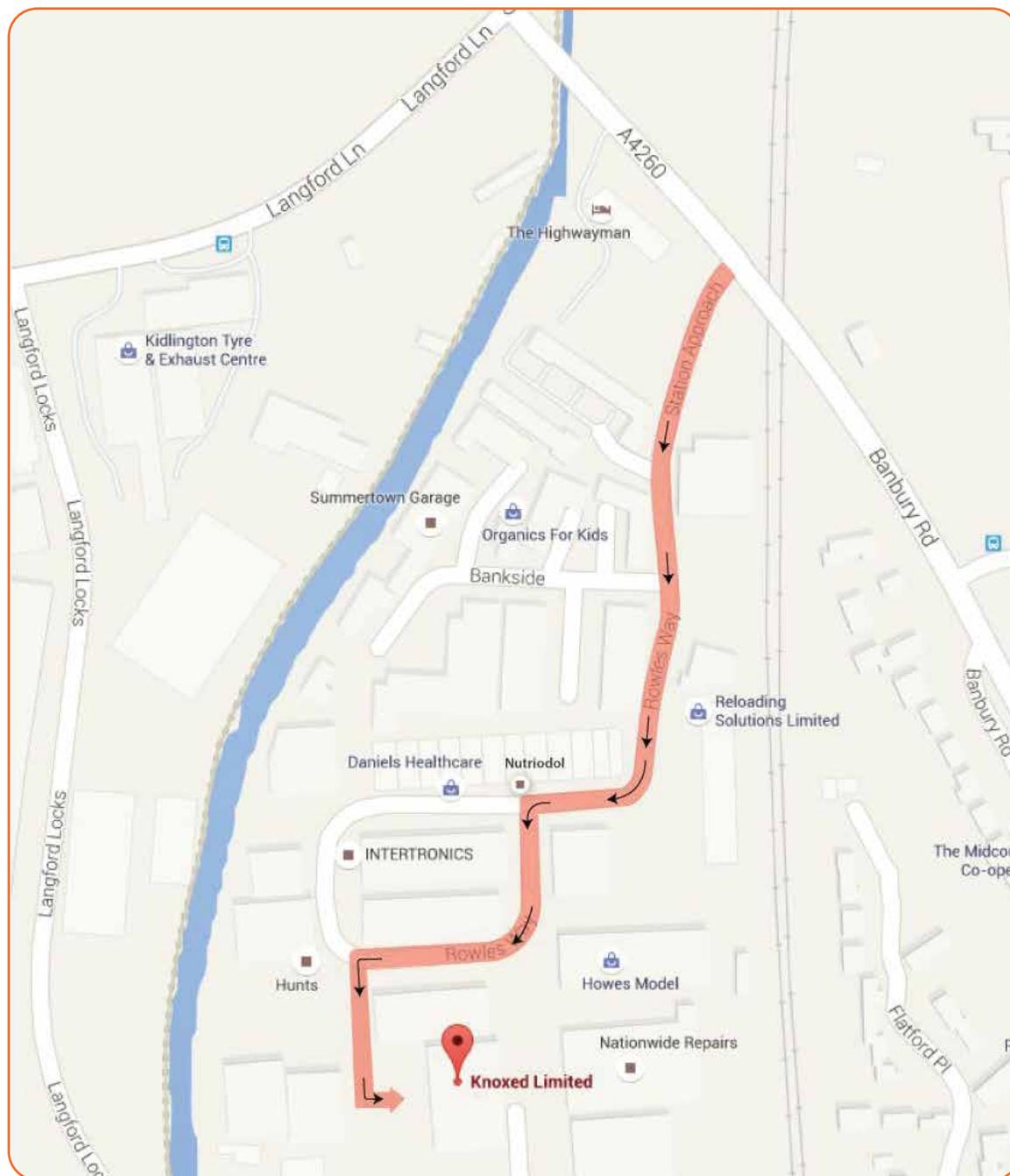
## KEY AREAS OF RESPONSIBILITY

- Listening to customer requirements and presenting products appropriately to make a sale;
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- Cold calling to arrange meetings with potential customers to prospect for new business;
- Responding to incoming email and phone enquiries;
- Acting as a contact between a company and its existing and potential markets;
- Negotiating the terms of an agreement and closing sales;
- Gathering market and customer information;
- Representing their company at trade exhibitions, events and demonstrations;
- Negotiating on price, costs, delivery and specifications with buyers and managers;
- Challenging any objections with a view to getting the customer to buy;
- Advising on forthcoming product developments and discussing special promotions;
- Recording sales and order information and entering figures into a computer system;
- Reviewing your own sales performance, aiming to meet or exceed targets;
- Gaining a clear understanding of customers' businesses and requirements;
- Making accurate, rapid cost calculations and providing customers with quotations;
- Feeding future buying trends back to employer;
- Attending team meeting and sharing best practice with colleagues.
- Writing and proofreading copy;
- Liaising with designers and printers;
- Organising photo shoots;
- Arranging the effective distribution of marketing materials;
- Maintaining and updating customer databases;
- Organising and attending events such as conferences, seminars, receptions and exhibitions;
- Sourcing and securing sponsorship;
- Conducting market research, for example using customer questionnaires and focus groups;
- Contributing to, and developing, marketing plans and strategies;
- Evaluating marketing campaigns;
- Monitoring competitor activity;

## EXPERIENCE AND SKILLS REQUIRED

- Fluency in written and verbal English
- Excellent Communication skills
- At least 1 years' experience in sales or marketing
- Computer literate

**SALARY: £16000-19000 PER ANNUM (DEPENDING ON THE LEVEL OF SKILLS)**



We are new in the Industrial Estate so it can get difficult to locate us. Please use these directions to reach us: Once you enter the Station Field Industrial Estate, keep heading straight downwards onto Station Approach and further down onto Rowles Way as it turns to the right. As you see 'Nutriodol' on your right, make a left turn (on the one way system) and then an immediate right. As you see 'Hunts' in front of you, please make a left turn and go past the white and yellow fenced gates to enter the parking lot for Knoxed Limited.