

SALES COORDINATOR

You've probably not heard of Mobility in Motion, however, don't let that put you off, we are part of the ABC Mobility Group and operate in a niche market and while you don't know us now, one day as you inevitably get older you may come to rely on one of the products we produce.

We operate in a growth market and are the market leaders in our area of expertise.

What do we do?

We provide products that enable people with mobility issues to be more mobile, enabling them to maintain their independence. Our products are genuinely liberating and transformative for their users.

We have an exciting new opportunity for an enthusiastic and motivated Sales Coordinator to join our team.

The Role

- **Sales Reporting**
Gather data to produce reporting for the Sales Team
- **Event Organisation**
Assist the Business Development Team in planning, preparing and successful delivery of events.
Facilitate attendance, travel coordination, marketing content for our range of products, ensuring a professional experience throughout.
Liaise with colleagues and organisers, building good relationships for the smooth running of events.
Provide hands-on support during events.
- **Support**
Provide administrative support to the Business Development Team.
Carry out research/sales support tasks as required.
Promote the company in a professional manner at all times.
Provide excellent customer service.

Requirements

- Strong organisation and time management ability with a focus on attention to detail.
- Excellent verbal and written communication skills.
- Able to gather data and draw off reports.
- Proficiency in Microsoft Office Suite and other relevant software.
- Proactive attitude and willingness to take initiative.
- Valid driving licence.

This is a great opportunity for someone with enthusiasm and a genuine desire to provide excellent service, to work in an extremely rewarding industry within a caring business!