



Job Title

Sales & Marketing Support

The company

advance is going places. We have had great success because we provide a great service to our clients, we have great products and most importantly we have great people.

Our impressive growth continues and we are looking for more people, who share our passion, to join us and help us achieve our aim to become the most innovative manufacturer of bespoke, energy efficient lighting in Europe.

For over 10 years advance has been dedicated to Design, Manufacture, Distribution and Installation of energy efficient lighting solutions. One of the world's biggest challenges is carbon emissions and advance is helping to reduce this by designing products incorporating the latest technologies for the **Retail, Point of Sale, Transport** and **Refrigeration** industries.

'Bespoke' is at the heart of everything we do, be it our relationship with customers, specialist industry products or complete turnkey solutions.

'Bespoke is our standard'

The Candidate

The successful candidate must be confident, customer focused, self motivated and enthusiastic with at least 2 years experience in customer service, marketing and sales administration. Strong communication and computer skills are essential, not limited to but including Sage (200) and Microsoft Office.

Job Description

Reporting into the Sales Director, the position involves:

- handling and directing customer enquiries
- accurately entering orders onto the system
- assisting with customer workshops and exhibitions
- supporting all marketing activities

Re-numeration

£16,000-18,000