

Sales Administrator

We are on the hunt for a hardworking, enthusiastic Sales Administrator to join our growing team to help us to empower health at home for people across the world.

In this role, you will work closely with the sales team, supporting them to deliver the retailer sales and marketing strategy. The role will involve coordinating with clients, maintaining sales databases and providing administrative support to the sales team.

Kinetik Wellbeing is a health and wellbeing business that prides itself on producing a range of cutting-edge health products to the everyday home. We are involved in all stages of product development from initial design to getting products on the shelves at some of the biggest UK retailers. Our quest is to become market leaders in our field, and we need your help. We are looking for someone to join us in our head office in Salfords (Surrey), supporting the Sales team.

Key Responsibilities:

- Providing support in end-to-end retailer strategy; from briefing new products, to implementing promotions and marketing activity, and analysing their performance.
- Conducting market and competitor analysis and distributing this information to the wider team.
- Creating and maintaining sales reports, tracking retailer sales and updating the CRM system.
- Assisting with the preparation of quotes, proposals, and sales presentations.
- Managing and updating retailer promotion and events calendar.
- Maintaining a high level of product knowledge to ensure that customer queries are handled efficiently.
- Assisting Account Managers to ensure promotional and marketing activity are agreed with retailers in a timely manner.
- Liaising with both internal and external marketing teams to brief and critique assets to ensure requirements are met.
- Taking an active role in customer retention efforts, including follow-up calls and emails.
- Providing support to our customer care team by liaising with our customers and helping them to use our products.

About You:

- Previous experience in an administrative or customer care role is preferred.
- Intermediate excel skills and experience of using it in an office environment is preferred
- Eagerness to learn and apply yourself.
- Excellent analytical and problem-solving skills.
- Strong organisational and time management skills, with the ability to prioritise tasks and manage multiple projects simultaneously.
- A keen eye for detail.
- Strong communication and interpersonal skills.
- A passion for the health and wellbeing industry.
- A 'can do' attitude

Why work for us?

Our goal is to employ the best people we can and provide our team with interesting and stimulating work. During your time with us we will offer a competitive salary and benefits, a fun and professional work environment, and the opportunity to develop your career through coaching, learning and development opportunities and plenty of time to be social too.

We're proud of our hybrid working policies and ask our team to be in the office (Salfords, Surrey) three days per week after an initial six months working from the office.

Benefits:

- Additional leave
- Smart Casual dress
- Company events
- Company pension
- Employee discount
- Free on-site parking
- Sick pay