

Job Opportunity	
Job Title	Sales & Marketing Assistant
Location	Basingstoke, Hampshire
Tenure	Internship for 12 months (thereafter it is anticipated that the successful candidate will be taken on as a full time member of staff)
Package	Competitive, 22 days annual leave
Key Purpose	To assist in marketing & sales team activities to promote Carbon Footprint in its markets and help win & retain new business.
Key Tasks	<ul style="list-style-type: none"> ○ Marketing activities – e.g. help to maintain marketing collateral materials, including updates to the web-site, e-mail marketing campaigns, newsletters etc. To help keep databases up to date and maintain watch on market competitors ○ Sales activities – e.g. responding to inbound sales enquiries (telephone / e-mail etc), take orders ○ New business development – engaging in telephone / e-mail based campaigns to generate sales meetings for sales team colleagues to carry out new sales campaigns by telemarketing (including cold calling), account management etc.
Candidate Requirements	
Profile	The successful candidate will be a natural self starter, able to work independently and as part of a team. They will have good interpersonal skills and an interest in climate change / carbon management issues. You will be at ease with handling telephone enquiries and with making cold calling. ,
Experience	You may have a business or scientific based degree. Previous customer facing experience (sales or customer service) is highly desirable as are copy writing skills (e.g. college newsletters / other marketing materials / web-design skills .
Skills / Knowledge	<ul style="list-style-type: none"> ○ Excellent communication skills ○ A natural team player ○ Good time management skills ○ Good knowledge and experience using MS Office (including Outlook, Excel, Word and PowerPoint) ○ Full UK driving licence ○ Good communications / presentation skills ○ A strong team player
Qualifications	<ul style="list-style-type: none"> ○ Degree – preferably Business or Scientific / Environmental.

To apply:

Please send your CV / Resume to wendy.buckley@carbonfootprint.com