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| **HUMAN RESOURCES** |

**VACANCY: Sales & Marketing Support Supervisor**

**Watson-Marlow Fluid Technology Group (WMFTG) is the world leader in niche peristaltic and sinusoidal pumps and associated fluid path technologies. With over 50 years of experience supplying engineering and process expertise and over one million pumps supplied worldwide.**

We are seeking a highly motivated and ambitious individual to join our UK Sales Support team as Sales & Marketing Support Supervisor to lead a multi-disciplined team of three Sales and Marketing Support Coordinators, providing marketing and administrative support. As a department, we have experienced continued growth, with a current turnover in excess of £13m, supplying all group products in to the UK market. You will be supervising, and contributing directly to, a range of key responsibilities that are vital to the ongoing success and continued development of the department.

Key Responsibilities:

* Day to day supervision of the Sales & Marketing Support team.
* Support individual development and identify and provide training where required.
* Development of Sale & Marketing Support processes, looking for opportunities to enhance efficiencies through continuous improvement
* Supervision of lead handling activities including, appointment booking, follow ups and measures. Contributing to lead generation strategies and outbound communications.
* Support the implementation of the UK marketing plan and activities including ad-placement, memberships, exhibitions and open days.
* Provide timely and accurate reporting on required measures.
* Drive effective communication across UK sales team, including performance reporting, notifications and updates.

A successful candidate will demonstrate ability in the following:

* Excellent communication and interpersonal skills.
* Effective use of computer-based systems and communications technology, e.g. Microsoft Office, Microsoft Dynamics AX.
* A keen eye for detail.
* Self-motivated, forward thinking and target-driven.
* A focus on delivering high quality customer service.
* Experience in sales and/or business development preferred. Other relevant skills and experience will also be taken in to consideration.

This role is full time, based in Falmouth but may require occasional travel.

**For further details, please contact Emma McLeod (ext 299). Application forms can be obtained from Angela Baigent (ext 807). Please note all internal applicants must inform their current manager that they intend to apply.**

**Closing date for applications: 20th July 2018**