

## Job Description

Designation:	<b>Sales Team Support</b>
Responsible to:	<b>Sales Director</b>
Hours:	Full-time 39 hours per week
Salary:	£22,000 to £24,000
Based:	Sheridan House, Hove

### **Main Duties and Tasks (this is not an exhaustive list)**

Public-i provides all the hardware and software needed to provide the best meeting experiences within the public sector. From microphone replacements to AV installations in council chambers, boardrooms or on the move – we have a solution for every scenario.

Working as part of a small team you will be involved in all aspects of the sales support function but primarily bid writing. You will write and develop bespoke content for tender responses which meet and exceed the client's requirements to ensure the bids and tenders we submit are both successful and represent the company in a professional and appropriate way.

You will take responsibility for tender portal registrations and mine these portals for opportunities. You will provide wider support to our business development function and you will eventually deal with event sales and small equipment sales, potentially building your own sales pipeline. As your experience and knowledge grows you may want to take the opportunity to step into a bigger sales function within the Company. You will have the ability to come forward with new ideas and help identify opportunities as well as research our market and work with the team to put together plans for building our business.

### **Skills**

The role requires a range of skills, some of which are set out below:-

- You will have good written and communication skills and be able to translate information given to you in short format into well written and understandable paragraphs to go into tender documents.
- A good eye for detail so you can ensure tenders submitted are of the highest quality
- You will be enthusiastic and willing to adapt to the needs of the business as they change - a positive attitude and the ability to 'get on with it' is what we need.

Training and guidance will be provided to help you grow within your role and as such you do not necessarily need a background or experience in AV or streaming although knowledge or an interest in these areas would be an advantage.

### **Personal Qualities**

This is a role which really has the potential to grow and we are looking more for someone with enthusiasm, initiative and the ability to be pro-active rather than someone who has a lot of specific experience or knowledge. A good

attitude and commitment is what we need and if you think you have the desire to succeed within a role which you can help to shape as you grow then this may well be the post for you.

**Additional Information:**

Our staff are the foundation of our business, join us and be part of our growing success.

This is an exciting time to come and work with us here at Public-i. Our staff are hard working, committed and loyal and they really believe in what we do. We ask a LOT of them but in return we try to go some way to appreciate them by offering:

- Competitive salaries
- 20 to 26 days holiday along with additional Christmas closure
- Contributory Company Pension Scheme
- Childcare voucher scheme
- Regular Friday afternoon social time with drinks
- Death in service benefits
- Critical illness referral to insurer
- Friday drinks and social time
- Last but by no means least we offer, what we consider to be, one of the most amazing views in Brighton