



Sales Administrator

Based in Edinburgh or London

The Opportunity

Delta-EE is seeking a Sales Administrator to support our growing support team and form a crucially important link between the marketing and sales teams. The successful candidate will have a substantial opportunity to become a key member of our team, help to support Delta-EE across our full range of research and consulting offerings, and work in a stimulating, supportive and rewarding environment.

Your role will involve:

- Administration of our CRM system (Microsoft Dynamics), dealing with data collection, checks, updating, inputting and reporting.
- Supporting our sales team through initial qualification and allocation of marketing leads, including reporting and data input from various marketing campaigns such as webinars, whitepapers, and in-person events.
- Supporting all parts of business in data verification and lead verification, to produce sales target lists.
- Managing sales campaign activities for the sales team, including scripting, call lists, collateral etc.
- Supporting the back-office function by managing overall governance on sales order forms and contracts; purchase order management and invoices; and sales onboarding functions.
- Supporting Sales team and Products team colleagues with account management duties, to ensure delivery of superior customer experience and enable improved retention rates.
- Managing the data collected by marketing campaigns such as email campaigns, webinars, and external advertising. Cleaning and verifying new contacts in our CRM system.

What we are looking for

If you have the right skills for the job, we want to hear from you. We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief, or race.

For this position, you will be able to demonstrate:

- Previous experience of working in a sales and/or marketing administration role.
- Attention to detail.
- Self-starter, able to work unsupervised, and manage own workload.
- An ability to work quickly while maintaining a high level of accuracy
- Ability to work with data, and an interest in doing so.
- Positive can-do attitude.
- Experience of using Microsoft Office products.
- Excellent communication skills.

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- Flexibility and ability to multi-task.
- Organised, completer-finisher mind-set.
- Ability to learn quickly with IT and new/unfamiliar software.

Advantageous skills:

- Prior knowledge of Microsoft Dynamics and/or other CRM systems.
- Prior knowledge of web development software.
- Experience of working in a professional services business would be particularly advantageous.

Although there will be minimal contact with external clients, an ability to provide support to internal 'customers' while maintaining a positive attitude in a busy working environment will be important to the role.

About Delta-EE – Experts in New Energy

Delta-EE is Europe's leading research and consulting company helping organisations develop the right strategies, business models and customer propositions for the energy transition. The depth and breadth of our expertise in the energy transition space makes Delta-EE unique and our mission is to help our clients successfully navigate the change from 'old energy' to 'new energy'. We provide bespoke consultancy and subscription research services which answer critical questions that impact our clients' businesses and allow clients to access in-depth research in a specific knowledge area.

Our values

As a team, we always work in line with our company values. We are a *Happy and Motivated Team*, who focus on *Doing the right thing* and *Fulfilling our potential*. Creating a great company culture and being a place that people love to work is very important to us; we are a collaborative, inclusive and friendly team. To find out more about what we do, our mission and values please visit <https://www.delta-ee.com/about-us>

What we offer?

- Flexible and family friendly working arrangements
- Rewarding salary based on experience and qualifications
- A focus on learning & development opportunities
- Employee Assistance Programme
- Team social events
- 33 days annual leave increasing with time
- Employee Benefits Scheme: critical illness, life insurance, income protection
- EV car scheme and cycle to work scheme



Application

If you wish to apply, please do so as soon as possible by submitting your CV and a **short covering letter** (less than 250 words) via our careers page: www.delta-ee.com/careers