



JOB DESCRIPTION

Job Title:	Executive Administrative Assistant
Reporting to:	Managing Director
Location:	Newry – Head Office

The Job: -

We are looking for an Executive Administrative Assistant to join us here at HBE. Are you meticulous enough to be super-organised amidst chaos, but flexible enough to enjoy the unpredictable nature of our days? Can you integrate well into a busy office that is constantly changing and growing?

Key Responsibilities: -

- Support Directors with quote generation and issuing by email/post to client
- Generation of Work Request forms & PO Nrs for Directors to the Customer Service Centre team
- Updating CRM with client details on a daily basis.
- Management of inbound sales enquiries and the distribution of marketing data to the Key Account Management team
- Ensure contract renewals are in place for desk based accounts, management of same
- Provide support for all Key Account Management Meetings, produce meeting actions and manage output and reporting to MD
- Attend Weekly Forecast and Finance meeting, produce meeting actions and manage output and reporting to MD
- Collate information for forward sales activity of Senior team
- General Admin duties associated as required by the Senior team

Previous experience: -

- 3 + years in a sales administration or related field/discipline
- Previous experience of supporting a senior management team
- Strong interpersonal skills and exceptional written and verbal communication skills
- Use of Microsoft Office, (specifically: - MS Word, PowerPoint, Excel, and Outlook)
- Previous experience of a CRM based administration system
- Working as part of a dedicated team supporting the key account management function
- Contact with customers and engaging with Sales prospects and new customer's enquiries
- Ability to treat highly confidential information with care & discretion