



**Position:** Sales & Marketing Assistant

**Location:** Moreleigh, Totnes

Martin Pears Engineering Ltd, are seeking to employ a dynamic individual, with an interest in agriculture or equine, to be part of a successful team assisting in the sales and marketing of agricultural equipment and trailers.

Ideally, we are looking for a personable candidate, who has a proactive can-do attitude, who can assist us with all administrative aspects of the business.

The role is one of an exciting and diverse nature and whilst training will be given it would be beneficial to have some experience in customer service, sales consultancy, and content writing.

This is a great opportunity for someone with ambition, highly organised, self-motivated, and reliable.

#### **The Role:**

This is a key role within a well-established, growing business for a sales and marketing assistant who is positive in nature and keen to learn new skills. The role will involve supporting with customers queries within our sales department where demand requires, both instore and attending trade shows. You will be working alongside the Marketing team to create innovative and product focused content to assist with ongoing Marketing objectives. This is a versatile role that will see you working with various departments across the company, the right candidate will be forward thinking to establish what areas can be developed within our sales and marketing departments to boost sales and the overall performance of the company. This opportunity is perfect for someone looking to increase their working experience across different areas of a company and gives the chance for the right candidate to mould the position around their strengths.

#### **What This Role Requires:**

- Supporting the sales team with sales of all products with a focus on trailers of all varieties and quads and utility vehicles
- Support customers with queries about products, providing costs, booking appointments and confirming orders

- Attending trade shows, assisting on the stand at shows including Devon County, Royal Cornwall, Bicton International horse trials, Bicton Pony Club Championships and other local one day shows
- Assist the marketing manager with creating marketing materials and content for social media, trade shows and printed
- Serving customers in store over the counter to support the store as required
- Carrying out follow up post sale to collect customer reviews and responding to such reviews
- Managing sales content on eBay

### **The Person**

- Positive, friendly with a can-do attitude
- Eager to learn and develop within a growing business
- Agricultural and/or Equine Interests
- 

### **Necessary Skills**

- Excellent written and verbal communication skills
- Have an interest and experience in Agriculture or Equine
- Be passionate about delivering good work, open to new ideas and prepared to challenge constructively
- Strong initiative with excellent interpersonal and customer service skills (open, friendly, and supportive attitude)
- Able to communicate confidently with a range of people including third party suppliers, Trade contacts and Retail clients
- Strong problem solving and decision-making skills
- Self-motivated and able to work autonomously
- Good MS Office skills
- Keen attention to detail
- An inquisitive self-starter who can self-manage different working areas to grow the company brand

### **Salary**

£24,000 – £27,500

### **How To Apply**

Please send a CV and covering letter via email to Louise Pears at [louise@mpearsengineering.co.uk](mailto:louise@mpearsengineering.co.uk)