

# Sales Support Coordinator

## About Lightfoot

We are Lightfoot, a high-growth technology company based just outside Exeter that is trying to make a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%.

All that from a clever little gadget made in the beautiful Devon countryside. Good, eh?

Our technology is pretty smart – it connects to your vehicle’s on-board computer and uses all of the live data it produces to analyse how efficiently you are driving. It’s similar to the way they analyse performance in Formula 1. Lightfoot turns all that data into simple feedback for you – the driver – so you know when you’re pushing your vehicle too far and can bring it back to maximum efficiency.

We’re a fun-loving bunch who are growing at an astonishing rate. Our headcount has more than doubled in 2018 and there’s no sign of it letting up in the future. We’ve moved into a brand-new, state-of-the-art office near Chudleigh (which was voted Exeter’s ‘Best Workspace’) and are excited to keep growing the Lightfoot family with like-minded, passionate individuals.

## Job outline

As part of our rapid growth, we are now looking for an additional Sales Support Coordinator able to provide administrative support to the wider Sales Team that are both office and remotely based. The successful candidate will be able to demonstrate their ability to manage a varied workload, using an organised and detailed approach to tasks in a timely yet professional manner.

## Roles and responsibilities

- Supporting the Sales Team in sales administration tasks
- Monitor our CRM system (Salesforce) to ensure data entry compliance
- Assist in managing Director’s diaries
- Source and book travel and accommodation for the Sales Team
- Monitor sales figures and KPI’s in order to compile monthly reports for management and board meetings
- Organise and compile monthly reports to insurance partners
- Oversee team holidays and absences, collating required paperwork for HR
- Operate as a PA for Sales Director and Head of Sales
- Assist in event planning and invitations
- Booking out of company vehicles to staff
- Collate and check sales orders for processing
- Provide general assistance to the Sales & Trials team

## Qualifications, skills and experience

- A strong working knowledge of MS Office including Word, Excel & PowerPoint is **essential**
- Ability to multitask with a varied workload and prioritise is **essential**

- Ability to work as part of a field based and office-based team is **essential**
- Excellent customer service and all-round communication skills are **essential**
- Knowledge of Salesforce CRM is **desirable**

## Personal characteristics

- Personable and social
- Driven and enthusiastic
- Honest, credible and trustworthy
- Self-motivated and highly organised
- Attentive to detail
- Comfortable working in fast-paced environment

## Salary & Benefits

- £18,000 - £20,000 depending on experience
- Membership of employee bonus scheme
- Outstanding quality of life
- 24 days leave entitlement plus Bank Holidays
- Your own Lightfoot device and associated benefits

## Location

Chudleigh, Exeter

## How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role, including a copy of your CV to [work@lightfoot.co.uk](mailto:work@lightfoot.co.uk)