



## **Job Specification: Sales Administrative Assistant**

This is the perfect role for somebody looking to launch a successful career in B2B sales or experience the business world for the first time. In this role, you will have the opportunity to build long term business relationships with your clients, and effectively engage with potential event attendees on a global scale. From performing research on potential delegates, to confirming VIP delegates for our conferences and then meeting with your contacts at the event, this is a varied role within a friendly and supportive team.

### **Role Responsibilities:**

- Identifying director level leads and researching potential event attendees
- Pre-qualifying leads from our company database and building interest in our events
- Working with the marketing team to follow up on outside enquiries
- Building a network using social media and referrals
- Attending events (UK and overseas) to meet with attendees and provide a quality service
- Working with the CRM system to update records
- Supporting our Sales and Operations teams to help our events run smoothly

### **We are looking for someone with:**

- Excellent communication and persuasion skills
- A willingness to learn and contribute to the success of a team
- Ambition and drive, and a desire to learn fast and hit challenges head on

### **Benefits of this role:**

- Basic salary basic of £17,000-£19,000 PA
- Earn commission on every deal you make (£250-£500 expected per month)
- Opportunities to travel and manage the events that you sell
- Structured career plan- We will aim to develop you into a permanent Event Sales Executive within 6 months
- Gym membership
- Pension scheme
- Regular social events

### **Location:**

Our offices are located on the Botley Road, with shops/restaurants within walking distance and easy access into Oxford City Centre.

### **Company:**

For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together over 3,000 industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.

### **What our staff say:**

*"Oxford Global is a place where you will challenge yourself and you will be part be part of a team with a big heart"*- Aurelia, Delegate Sales Executive

**Interested in joining the team? Email your CV and cover letter to [careers@oxfordglobal.co.uk](mailto:careers@oxfordglobal.co.uk)**

#### **Oxford Global Marketing Ltd**

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