



## Sales Team Support Apprentice

Leading Edge Labels & Packaging is an award-winning state of the art UV Flexo Label & Film Printer based in Gravesend, Kent, offering a wide range of innovative packaging solutions to large retail and blue-chip companies globally.

### **The Role:**

We are looking for an individual with a 'can do' attitude to join our young and dynamic team. Your main role will be to provide administrative support to the sales team, thus allowing them more time to focus on the busy business of selling.

The role will require conversing with people via telephone and email, and the frequent use of Microsoft packages. Full training can be provided on all areas.

### **Responsibilities:**

- Creating sample packs for new leads
  - Purchasing samples and completing store visits to look for new leads
  - Taking photographs of new opportunities and sharing amongst the team
  - Assisting the sales team with new sales leads
  - Researching new leads
  - Raising invoices
  - Raising complaint paperwork
  - Managing a number of correspondence between the sales team and their clients
  - Monitoring customer accounts
  - Tracking sales and all new leads
  - Providing data and reports to help the sales team
  - Keeping track of sales targets
  - Answering phone calls
  - Scheduling diaries
  - Assisting with exhibitions and trade shows
  - Attending internal meetings and communicating information between the office and the sales team members who work on the road who may be unable to attend
  - Attending sales meetings
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- Microsoft PowerPoint training will be provided to use to prepare presentations

- After a period of training; there will be the potential to manage small accounts
- A fantastic career path opportunity for the right candidate to move into a permanent role in the sales team

#### **Desired Skills:**

- Good customer care skills
- Strong written and verbal English
- Acute accuracy and attention to detail
- Excellent organisation skills
- Competent use of a PC and keyboard
- The ability to work under pressure and to deadlines
- Good administrative skills
- Quick and eager to learn
- Proactive
- Knowledge of Microsoft packages - Word, Excel, PowerPoint

#### **Desired Personal Qualities:**

- Enthusiastic
- Common sense
- Comfortable conversing with people
- Team player
- Go getting attitude
- Ability to use initiative
- Presentable and well spoken

#### **Desired Qualifications:**

- GCSE Grade A-D would be beneficial but not essential.

#### **Training:**

On the job training will be provided with the employer whilst working towards the Apprenticeship Framework - consisting of the Intermediate NVQ Level, Technical Certificate and Functional Skills if appropriate.

Regular work-based assessments/observations carried out by Kent Training & Apprenticeships Tutor Assessor, to determine competency and meet with Awarding Body standards.

#### **Additional Information:**

**Hours of work:**

Monday to Friday from 9am - 5.30pm, with a 1 hour paid lunch break per day at an agreed time with your employer.

**Salary:**

As of 1st April 2018, the National Minimum Wage for Apprentices is £3.70 per hour. This applies to 16 - 18 year old Apprentices and those aged 19 and over in the first year of their Apprenticeship.

For all other Apprentices, the Apprentice National Minimum wage appropriate to their age applies.

The wage for Apprentices applies to both time spent on the job plus time spent in training.

Hourly Rate: £3.70  
£148.00 per week

Please contact Kent Training and Apprenticeships on link below.

<https://www.kenttrainingandapprenticeships.co.uk/vacancies/sales-team-support-apprentice-cta2019/>

**We at Leading Edge Labels and Packaging are continuing to grow at an exciting pace and are looking for a motivated individual to take the business forward with us. If you believe that you have the ideal skill-set for this role and you want to join a dynamic company who value their employees and invest in their future then please apply.**