tmc.

We need a Sales Administrator. Could it be you?

At The Media Collective we're on a mission to bring the transformative power of design to schools across the UK and we're currently looking for people who want to be part of that journey. We aren't just looking for a person to fill a role; we need the right someone who can bring a mix of values, work ethic, passion and critical thinking that fits perfectly with our team.

We don't want superstars. We want people who will show up every day ready to bring their best and own things when they don't. We're going somewhere amazing, and we need people who can come with us lean into challenges, aren't scared of failing and love the idea of learning all they can learn about their craft. Read on if you think you are up to the challenge.

Hours & Salary
This is a full time role. Salary from £21,000–£25,000 depending on experience.

How to Apply

Complete the application form using the button below and email your CV and supporting documents to: rich@mediacollective.co.uk

Complete Application Form

The Role
As part of our sales team you would be responsible for supporting the Sales Director to create accurate proposals, winning work and delighting our customers. This looks like:

- Responding to enquiries by phone and email
- Managing leads within our pipeline
- Managing our client database
- Preparing sales proposals
- Estimating project costs
- Liaising with customers
- After-sales tasks

The Basics

- You are a strong communicator and love winning others over
- Maths doesn't terrify you
- You have good computer skills
- You are exceptionally organised - you probably love to-do lists
- You have a good eye for detail and love to find and correct errors
- You chime with our values and mission

It Will Help If

- Your communication skills mean that you are usually quick to understand complex ideas
- You are familiar with spreadsheets or CRM software

The Cherry On Top

- You love putting photo books together or dabbling with image editing software