



Reflex

Job title: Internal Sales & Marketing Coordinator

Join our sales team as an internal **Sales & Marketing specialist**.

Are you a dynamic, results-driven professional with a passion for sales and marketing? We are looking for someone like you to help us grow our business. Reflex Systems Ltd is a thriving and customer-centric company dedicated to delivering smarter and safer environments using latest technology. We are seeking a motivated and organised individual to join our team as an internal Sales & Marketing Coordinator.

Main Responsibilities

- Develop and maintain strong relationships with existing customers.
- Handle customer enquiries, provide product information and assist with orders.
- Collaborate with the sales team to meet and exceed sales targets.
- Oversee day-to-day office operations and ensure a smooth workflow.
- Assist with administrative tasks such as data entry and document preparation.
- Provide exceptional customer service through phone, email and in-person interactions.
- Resolve customer issues or concerns in a timely and professional manner.
- Act as a liaison between customers and other departments to ensure customer satisfaction.
- Develop and execute marketing strategies.
- Manage and nurture client relationships.
- Collaborate with our marketing team on campaigns.
- Analyse market trends and competitors.
- Manage social media posts.

Reflex have a collaborative and supporting working environment, with opportunities for development.

Key skills and requirements:

- Proven sales and marketing experience
- Excellent communication skills
- Strong analytical and problem-solving abilities
- Self-motivated and a team player
- Proficient with CRM software, as well as Microsoft products
- Experience of managing and producing social media output would be preferred.

Other details

- A competitive salary with a potential for performance-based bonuses
- 24 days holiday + birthday + bank holidays
- 08:30 – 17:00, Monday to Friday with one hour for lunch
- Free on-site parking
- Free tea and coffee
- Office based

If you have a passion for sales and marketing and want to work with an energetic team in a fast-growing technology industry, please provide a full CV to Dawn King, Support Services Manager by email – dking@reflexsystems.co.uk