

Job Description

Role: Database Marketing Administrator
Location: London, City
Reporting to: Marketing Manager
Type: Permanent

Sapphire is a leading provider of IT software solutions to growing, midsize and international businesses. To help support our ambitious expansion plans, the company is looking to recruit a career-minded individual who wants to establish themselves within the technology sector. This is a hands-on role which is expected to be extremely demanding and so the successful candidate will be a bright, confident individual with great organisational, communication and interpersonal skills.

Responsibilities include:

- Calling prospect companies to confirm executive names and email addresses
- Sourcing correct company contact information, such as telephone numbers
- Database updates and administration.
- Preparing mailing lists
- Event administration and support.
- Supporting the team members across a range of marketing programmes as required.
- Fielding incoming cold calls for the marketing team.
- Fielding overspill calls for Sapphire's main number.
- Assisting reception during busy periods.

Experience and Qualifications:

- Good Microsoft Office skills.
- At least one years experience within a business to business office environment

Personal Attributes:

- Effective interpersonal skills – highly articulate and confident.
- Strong organisational skills with the ability to manage several - sometimes conflicting - priorities.
- Great team working skills.
- Effective administration and time management skills.

Package

- Working hours 9.00 – 5.30pm (1 hour lunch)
- 20 days holiday (additional 1 day per calendar year worked up to 30 days)
- Contributory pension scheme (after one year's service)
- Contributory Health or Gym membership (after one year's service)