



Mercury Systems (Eur) Ltd.

Sales & Marketing Assistant (Part-time) Job Description

Mercury Systems is Ireland's leading supplier of retail loss prevention solutions. Mercury Systems now has a vacancy for a Sales & Marketing Assistant on a part-time basis, in their Ashbourne offices.

This person will report to the Managing Director and will be responsible for a range of Sales & Marketing related tasks, to support lead generation and growth of sales and services to Mercury's customer base.

The company seeks someone with administration, marketing, sales or other relevant experience, who is self-motivated, and who has the ability to multi-task and meet agreed targets in part-time hours.

You will work on a variety of tasks, from sales letters and calls, to developing marketing materials and using the company's email platform to contact customers on an ongoing basis. You will support the Sales Manager and the Managing Director in their development of new business. You will assist on other company initiatives to increase sales and business and to ensure that customers are kept up to date on special offers and incentives.

Key responsibilities:

- Calling current customers to improve engagement and awareness of product offerings
- Calling potential customers and establishing line of communication with relevant personnel in businesses
- Sending marketing emails and updates to both existing and potential customers
- Referring leads to Sales Manager and / or Managing Director
- Assist in other related tasks to promote and improve brand awareness
- Maintaining a strong sense of customer care
- Other administrative support within a small but busy office, with a variety of tasks – as a small team sometimes 'all hands on deck' aspect is required

Person Specification:

Essential

- 2-3 years working experience in a similar role in another company OR relevant qualification
- Strong writing and literacy skills
- Strong interpersonal and motivational skills
- Highly organised individual with ability to manage own time and multi-task
- Competent in use of MS Office suite e.g. Word, Excel, Outlook, PowerPoint

Advantageous

- Experience using Dropbox, Mailchimp and any other platforms used for marketing communications
- Experience of using databases or social media

The role will commence as soon as possible. Ordinarily this role will be based in our offices in Ashbourne, but there may be some remote working required due to Covid-19. 20 hours per week to be configured over 3-5 days, which can be negotiated.



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Mercury Systems is an equal opportunities employer

Applications to info@mercurysystems.ie