

JOB DESCRIPTION

Job Identification	
Company	All About Games Consulting
Job Title	European Sales Assistant /Executive
Reporting Line / Location	Sales Manager (Europe). Based out of our UK (Bentley, Farnham) or Spanish office (Las Rosas de Madrid)
Hours	Full Time: 37.5 hours per week.
Salary	€24,000 - €34,000 depending on experience.
Main Responsibilities	<p>Proactively supporting our sales team's efforts selling products in key territories across Europe by:</p> <ul style="list-style-type: none"> Assisting partners with product inquiries and purchases. Maintaining accurate and up-to-date knowledge of the products we represent, as well as pricing and shipping terms. Updating and maintaining accurate sales data and records using our CRM systems. Driving successful sales correspondence across all avenues: digital mailout campaigns, emails, calls, meetings, phone calls etc. Generating reports and summaries of information for the Sales team to feedback to our partners. Collaborating with other sales staff to achieve targets and objectives as a team. Carrying out additional duties to contribute to the overall success of the sales team.
Knowledge, Skills & Experience	<p>Essential:</p> <ul style="list-style-type: none"> Minimum of 12 months experience in a B2B Sales or Procurement role. An enthusiasm and passion for tabletop gaming, beyond traditional games such as Monopoly, Uno etc. Excellent social, communication and interpersonal skills, with a friendly, outgoing personality. Capable of negotiating deals and explaining complex concepts. IT skills, including solid understanding of Microsoft Word, Outlook, Powerpoint and Excel. A proactive and flexible approach to work. High levels of accuracy and attention to detail. Verbal and written fluency in English. <p>Desirable:</p> <ul style="list-style-type: none"> Experience working with stakeholders in different time zones. Additional language skills for any of the following: French, Italian, Spanish or German.
Education and Qualification	<ul style="list-style-type: none"> Preferably educated to a minimum of A-level standard. (or local equivalent)