

## **KICKSTART ROLE**

### **Business Initiatives Assistant (KG)**

**Location:** Norwich, NR7 0WF

**Closing date:** June

#### **Placement summary:**

- Reporting directly to the Business Initiatives Manager, we are looking for an individual who is efficient and comfortable being a member of a team. The ideal candidate for this job is resourceful, a good communicator, problem solver and organised. Ensuring a steady completion of workload in a timely manner is key to success in this position.
- Support the Business Initiatives manager to achieve growth and hit sales targets by successfully completing and executing sales and marketing strategies.
- Perform research and identify new potential customers and new opportunities.
- Generate leads and arrange sales demonstrators with an emphasis on high quality and large-scale revenue.
- Design presentations, write engaging sales emails and literature to fit the customer's needs.
- Deliver excellent customer service throughout all activities.
- Contribute to the team's performance by sharing and implementing best practice ideas.
- Support website development, social media and digital marketing.

#### **Essential skills, experience and qualifications:**

Experience and pre-qualification criteria: Proficient in Microsoft Office including Word, Excel and PowerPoint. Good customer service attitude with excellent communication skills. Excellent organisational skills with the ability to multi-task, prioritise and manage time effectively. Autonomous, self-starting, smart, ambitious and tenacious with the ability to achieve challenging targets. Analytical skills with a problem-solving attitude. Demonstrate ability to present and influence credibly and effectively at all levels. Self-motivated, has personal integrity and credibility.



**CLARION**  
HOUSING GROUP

***In order to apply for a Kickstart Scheme vacancy you need to be currently in receipt of Universal Credit payments, be between the ages of 16 – 24 years old and fulfil the suitability and eligibility criteria which will be assessed by your Universal Credit Work Coach.***

***Please contact your Work Coach via your Universal Credit Journal, stating:***

- *The full name of the Employer – **Clarion Housing Group***
- *The Kickstart vacancy that you are interested in*
- *The postcode where the vacancy is based*

***Your Work Coach will then contact you to confirm whether you fulfil the suitability & eligibility criteria, and discuss next steps.***