

Sales and Marketing Assistant for Robotics and AI Start Up

Job Title: Sales and Marketing Assistant

Reporting To: Head of Sales

Deadline & Term: ASAP, Permanent, Full Time

Package: Salary + Performance Related Pay

Location: SW London (Earlsfield) or Newcastle

The role:

Q-Bot is a high tech, high growth start-up, developing robotics and intelligent systems that will revolutionise the built environment. The company is looking to hire an ambitious Sales and Marketing Assistant to join a rapidly growing, multidisciplinary team to help us achieve our sales and marketing targets.

The ideal candidate would be an excellent communicator, goal orientated and have a proven track record working in sales, marketing and / or customer service. Q-Bot is looking for someone who is detailed focused, has exceptional organisational skills and draws energy from being part of a team and delivers excellent communication. You will serve as a point of contact for our customers, manage the CRM system, analyse performance, engage with marketing activities, compile reports and create business cases for our clients.

This is an excellent opportunity to get involved high growth company as it scales, work within a creative and dynamic team, with many opportunities for career progression. To make the most of this exciting opportunity Q-Bot is looking for someone who is ambitious, driven, passionate, and who will be motivated by seeing their efforts have a real and lasting impact. The successful candidate will be rewarded with an exciting and diverse role.

Duties of the job:

- Build and manage client and partner relationships, including handling incoming enquiries via email and phone, contacting clients to obtain missing information and answer queries.
- Provide sales, marketing and general office support.
- Conducting market research and identifying new leads.
- Manage the CRM system, enter data and ensure it is kept up to date.
- Analyses performance and provide the management team with progress reports.
- Develop and manage communications channels including the company's website, social media, etc.
- Raising the company's profile and managing PR activities, including managing media enquiries.
- Dissemination, presenting the results, writing case studies, press releases, newsletters and blog posts.
- Organising and attending events.
- Implementing branding and design guidelines for communication materials.
- Stay up-to-date with new products and features.
- Collecting feedback, collating project data, preparing reports and presentations to communicate progress.

Essential requirements:

- At least 2 years relevant work experience in sales or marketing with a strong customer focus.
- Hands on experience with CRM Software (e.g. Sales Force) and MS Office (Word, PowerPoint and Excel).
- Excellent oral communication skills, with the ability to communicate clearly, effectively and diplomatically.
- Excellent copy-writing, proofreading and editing skills.

- Empathetic and good at building people relationships.
- High level of attention to detail and excellent presentation skills.
- Ability to plan, organize and prioritise work.
- Proven ability to work under pressure and to deadlines.
- Must be eligible to work in the UK without restriction.
- Able to work effectively both as part of a team and individually.

Desirable skills:

- Relevant work experience with a technology/engineering, social housing or public-sector bias.
- Knowledge of the built environment and energy efficiency.
- A Degree or Certification in Marketing, Sales or relevant field.
- Good numerical skills.
- Motivated and goal oriented.
- Shows initiative and diligent.

About Q-Bot:

Q-Bot is a high-tech start up at the forefront of robotics, sustainability and the built environment designing and building robots that help install insulation in existing homes at a fraction of the cost and disruption associated with traditional methods. The company counts a number of Local Authorities and Social Landlords among its customers (<https://www.youtube.com/watch?v=ZHeAqMQdFKw> & <https://www.youtube.com/watch?v=aw3K8GFMFg8>).

The intelligent construction robots developed by Q-Bot have a number of benefits:

- They empower operators, making them more efficient and productive.
- They allow easier, cheaper, safer and more effective execution of tasks than traditionally possible.
- They create buildings that are energy efficient, cheaper to run and more comfortable.

The company has a highly innovative technology platform with many exciting applications, a creative approach to tackling climate change, combined with a strong social agenda, helping people in fuel poverty and working with our customers to ensure a positive impact within the local community. The company's offices are based in Earlsfield, Wandsworth (South West London). Q-Bot is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation or age.

Please apply to: future@q-bot.co with a covering letter and CV. **Please note:** no recruitment agents, thank you.

