

# Smartbox

## Job Description

Job Title: Sales Coordinator  
Location: Great Malvern, Worcestershire  
Reporting to: Head of UK Sales  
Contract: 5 days per week (full time)

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### The Company

Smartbox creates technology that gives a voice to people that don't have speech. Our products include a combination of specialist hardware, software and content and are used by people with disabilities across the world.

We are one of the leading companies in the field and pride ourselves on our innovative products and high levels of customer service. Everything we do is driven by a passion to improve the lives of people that use our technology.

At Smartbox we believe everyone has the right to a voice. This is what the company was founded upon nearly 20 years ago and remains true today. Our users represent a diverse community of individuals and we want to support them by promoting an inclusive culture within our team.

The Smartbox Head Office is in Malvern, Worcestershire. We have a second major office in Bristol and a smaller one in Pennsylvania, US

### The Job

We are looking to find a new Sales Coordinator in our Assistive Technology Team. This a highly skilled team of AAC specialists that work hard to match our service users with the right product for their needs.

We are passionate about user success and are always striving to achieve this. We need your help to continue to do this for more people.

We are looking for an individual who is enthusiastic about helping people. The role will involve providing excellent product information, sign posting people to funding routes or associated charities, general administration duties and reporting for the Sales team as well as lead generation and follow up.

Duties will include:

- Assist with the organisation of sales activities and pro-actively follow up leads
- Support the team in booking appointments with people that want to try Smartbox products.
- Organise company training, events and quarterly sales meetings
- Pro-actively build strong relationships with our customers
- Liaise regularly with key account holders and specialist services as required
- Prioritise and manage workload in alignment with your personal objectives and company goals
- Coordinate and assist the Head of UK Sales in presenting sales data on a weekly basis



*The successful applicant will also be asked to perform other duties on an ad-hoc basis and will need a proactive attitude to this.*

#### Essential skills/attributes

- Strong organisational skills.
- Ability to work both independently and as part of a team.
- Willingness to undertake a variety of sales and administrative tasks.
- Experience in negotiating and influencing
- Ability to prioritise effectively.
- Ability to interpret sales data

#### Useful skills/attributes

- Intermediate Microsoft excel and Microsoft teams

#### Rewards and benefits

Smartbox offers comprehensive benefits including:

- Company Pension
- Group Life Assurance
- Income Protection together
- Private Medical Insurance
- 25 days holiday plus public holidays
- Onsite parking
- Laptop provided
- Flexible working
- Cycle scheme
- Office fruit
- We are passionate about our people and offer many social events including a family weekend away, social outings and a Christmas party each year

We welcome applications from all communities and those from diverse backgrounds and groups.