

RENAISSANCE

Vacancy – Sales Support Executive (Term time)

Renaissance® is a leading provider of assessment technology to primary and secondary schools. Renaissance products promote success amongst students of all ages and abilities through personalised assessment and practice in reading and maths.

Our software helps to enhance literacy and numeracy skills, support differentiated instruction, and personalise learning to optimise student development. Immediate feedback and detailed reporting equip teachers with the information needed to monitor progress and measure growth. In the UK and Ireland, almost 6,000 schools and more than 1.4 million students use Renaissance products. Worldwide, we support over 18 million students, operating in 96 countries.

We are looking for a Sales Support Executive to join our UK Sales team and coordinate a smooth sales administration process for the Regional Account Managers and Sales Managers. This is a term time role, working on a full-time basis for 44 weeks of the year.

In this role, you will:

- Support the sales and finance teams with the smooth and efficient running of the sales process from start to finish
- Assist with the completion of quotations using the Renaissance Quote Wizard; monitor the state of renewals and retention of customers
- Amend and update quotations on request
- Produce all sales paperwork
- Build and maintain positive working relationships
- Carry out best practice of all sales administration processes, including usage of Microsoft Dynamics CRM
- Update estimated revenues in CRM
- Suppress renewal letters in CRM
- Test new codes in systems
- Compile sales data and provide information using excel t points

For this role, you must have:

- Excellent communication (oral and written) and interpersonal skills, attention to detail and a high level of responsiveness to colleagues, prospects and customers.
- High standard of data entry accuracy
- Driven to succeed and highly capable of prioritising / managing workload to meet milestones and deadlines, strong time management skills
- Ability to thrive in a fast-paced environment and technology focused organisation
- Excellent problem-solving skills and ability to develop innovative ways / solutions to achieve targets.
- Previous sales administration experience.

Bonus points for:

- Excellent MS Office Skills, including Excel and Word
- Previous experience of Microsoft Dynamics CRM system will be an advantage but is not essential.

We offer a wide range of benefits including:

- Extra day off for your birthday
- Company pension scheme (double matching) up to 5%
- Life assurance up to 4 times of your basic salary
- Income protection scheme
- Employee assistance program provided by Simply Health
- Health cash plan provided by Simply Health
- Up to 2 paid volunteer days per year

In addition to these formal benefits, we also have social events throughout the year. These include our summer party and Christmas drinks.

At Renaissance our mission is: 'To accelerate learning for all children and adults of all ability levels and ethnic and social backgrounds, worldwide'.

Many of us choose to work at Renaissance because we are driven by this mission. Inherent in a mission that strives to serve 'all children and adults' who represent 'all ability levels...and backgrounds' is the need to recognise the importance of Diversity, Equity and Inclusion (DEI) in our culture, in our work, and in our products.

All your information will be kept confidential according to EEO guidelines. Please note that we can only consider applicants who already hold a full UK work permit.

To apply, please send your CV via email with the subject title 'Sales Support Executive' to jobs@renlearn.co.uk.