**JOB DESCRIPTION Sales Administrator**

Griffith College, Ireland’s largest private third level college seeks to recruit a motivated, organised sales administrator for their marketing admissions team.

This role is an excellent opportunity for someone looking for increased responsibility and the opportunity to excel in a busy admissions department where they will gain exposure to a wide range of administrative and reporting activity. Reporting to the sales manager and the head of marketing, the successful candidate will have individual responsibility helping the marketing officers with processing student applications for the national admissions office.

They will be required to develop and implement a comprehensive marketing plan to drive awareness and applications, with activity to cover both online and offline channels.

The role:

* Assisting the Marketing Officers (MOs) in contacting all live applicants on a weekly basis, primarily by phone but also by email and other channels as advised by the sales manager and head of marketing;
* Follow up on CAO and direct applicant and enquiry phone calls;
* Oversee CAO mailouts, including assistance with printed material (fee sheets, information packs etc);
* Utilise the College’s CRM systems to follow up on missing documents from applicants;
* Ownership of the creation and management of student admissions files;
* Generating offer letters and follow-up for acceptance reply forms;
* Assist with professional accountancy and professional law calls during intake periods;
* Maintain weekly reports regarding the sales pipeline for each faculty;
* Assist with campus tours for new applicants;
* Ownership of the main admissions email;
* Any other business as required by the sales manager or head of marketing.

Requirements:

* Strong communication, sales and interpersonal skills
* Minimum 1.5 years administration experience ideally in a busy team environment
* Good working knowledge of Microsoft Office – Word, Excel, PowerPoint, etc.
* 3rd level degree qualification
* Knowledge/experience with a CRM system desirable

Hours of Work: 9.00 – 5.30 Monday – Friday. Additional hours may be required in line with the needs of the service.

This job description is not to be regarded as exclusive or exhaustive. Is it intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.