

# JAP SPEED

.CO.UK

**Job Title:** Sales Admin

**Department:** Sales Office

**Salary:** Negotiable dependent on experience

**Reporting To:** Edward Coghlan

**Job Description:**

The ideal candidate will work alongside our existing sales and marketing teams to actively promote and expand our brand presence across existing and potential markets. You will enthusiastically take control of the brand websites as well as other sales outlets (including eBay and online forums) ensuring all customers receive exceptional service. Alongside this you will use your passion for all things automotive to drive the brand further, reaching out to new and exciting markets. The role requires a strong sales background with a focus on selling to the trade and supporting existing brand dealers. Strong IT skills with experience of CSV files would be a distinct advantage.

**Key Deliverables:**

- Keep all forums and media outlets up to date with current brand specific content
- Respond to all customer enquiries via email and telephone
- Proactively monitor and suggest improvements to the brand website and sales outlets
- Manage the brand eBay account ensuring all enquiries are promptly responded to
- Actively seek out and promote the brand's presence in both new and existing marketplaces

**Skills & Qualifications:**

- Grade B or above GCSE English and Maths
- A petrolhead with a passion for cars and motorsport
- A thorough understanding of car parts
- An active car club/forum member
- Enthusiastic and passionate nature with a strong sales background
- IT literate with experience of CSV files

Please email a copy of your CV along with a covering letter to [sales@japspeed.co.uk](mailto:sales@japspeed.co.uk)