



## Database and Telemarketing Administrator

### The Team at Precision

Precision is an independent digital and marketing solutions company providing data driven solutions to large and small businesses, some of which are household names. Due to internal progression, we need an enthusiastic and customer focused person, who loves working with data, to join our team. This would be a great opportunity for a recent graduate but a degree education is by no means essential.

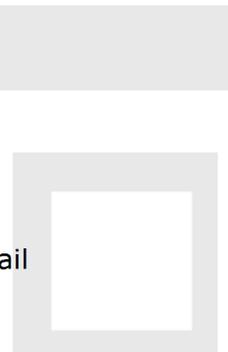
### The role

***To update and maintain the data held on sector specific databases and to provide customer service to Precision clients.***

- Updating and maintaining sector databases, including data entry where required
- Maintaining data quality, including independent research of specific entries
- Answering client helplines and providing customer support and administration
- Production of client documentation including training and information materials
- Providing business development support for client services
- Researching and planning telemarketing campaigns from a client brief
- Conducting telemarketing activities to specified call targets and outcomes
- Co-ordinating telemarketing campaigns and team activities where temporary telemarketing resources are engaged
- Office support and telephone answering as required

### Required skills

- Excellent computer literacy skills with competence in various databases (Excel, Access, Quickbooks etc) training on specific technology will be provided.
- Good standard of written and verbal communication
- Great customer service skills
- Experience working with large datasets and the ability to control data with accuracy and attention to detail



## About you

It is important to us that you bring your own **uniqueness** to our team. You will need to work well with colleagues and clients and have a **flexible** approach to meeting the needs of the business. You will need a customer focused approach and ensure that all client communication is professional and effective. You will need to be **organised** and **methodical** and be comfortable delivering to **deadlines**.

## What you can expect

At Precision we work hard and play hard. We make sure colleagues have a safe and supportive place to work and we have **covid-secure** procedures and precautions in place. We support homeworking where appropriate, however this role will require regular presence in the office and responsibility for phone cover etc. The role is full time, although there may be some opportunity for flexible working.

The office environment is **modern** and comfortable and training and development opportunities are available for all colleagues. We have a history of developing our colleagues and like to offer progression opportunities as they arise. We are a dynamic company which has sustainability and the **environment** at its heart. We also take a proactive approach to the **wellbeing** of our teams.

The salary for the role is competitive and takes account of previous skills and experience. Full time roles attract 23 days holiday per year (including 3 to be taken between Christmas and new year) plus bank holidays.

## Application process

Please send your current CV and a covering letter to [recruitment@precision.co.uk](mailto:recruitment@precision.co.uk)

Your covering letter should tell us:

- about you as a person
- what you think you can bring to Precision
- your strengths
- any special interests
- your current or most recent salary
- your contact details

*We welcome applications from all suitably qualified applicants.*

*We reply to all genuine applications.*

*No agencies please.*