

Vacancy for
SALES AND MARKETING EXECUTIVE

ITR is one of the UK's most successful and well-established translation service providers, delivering multi-lingual solutions to global clients. Our services include translation, desktop publishing, and the localisation of software applications, online help systems and corporate websites.

We aim to achieve the highest possible standards in technical translation and localisation, and to optimise the use of language technology for our customers' benefit.

We are now looking for a Sales and Marketing Executive. This position would suit a graduate linguist with business acumen, excellent verbal and written communication skills to copy-writing standard, and an appreciation of the principles of customer relationship management. The successful candidate will be a well-organised team player with the ability to work on his/her own initiative. He or she will be keen to learn and apply new technology. Car driver essential and some overseas travel may be required.

Preference will be given to candidates with some experience of the translation industry or a proven interest in translation or documentation workflow processes and language technology. Training will also be provided in these areas as necessary.

The Sales and Marketing Executive will report to our Marketing Director and work closely with our localisation team. Responsibilities include:

Account management, including:

Attending client briefings, preparing quotations for new projects.

Sales activity to win new clients, including:

Researching prospective clients, telephone sales, following up sales leads, writing proposals and tenders, presenting ITR to prospective new clients.

General sales support activities, including:

Attending exhibitions and conferences, writing direct mail shots, press releases and web material, preparing weekly report.

If you are interested in this opportunity, please send us your current CV with a covering letter quoting reference ME_0709, and persuade us that you are the right person for this position.



The Human Resources Director
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