

## Client Services Assistant - Salestar Europe - (43290)

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Location: **Huddersfield**

Posted: **4th May 2022**

Employer: **National Business College**

Role type: **Apprenticeship**

Entry Requirements:



**SaleStar Europe Ltd is part of an International sales training group.**

### **Business**

Training

### **Training provided**

Business Administrator Standard.

Functional Skills in English and Math

### **Pay details**

£5.50 per hour

### **Hours**

Mon-Fri, 40 Hours per week

### **Requirements**

GCSE Grade 4/C or above in Maths and English is desired but not essential.

### **Minimum age**

16

### **Description**

The successful candidate will join a fantastic team here at SalesStar! Being a part of the SalesStar Team, you will be required to support the Managing Director and Coaches with daily administrative tasks. You will report directly to the Business Operations Manager, where you will support the daily organisation of client coaching meetings, maintaining and updating the CRM system and online file management. You will be required to schedule client meetings record the relevant notes and actions. SalesStar is part of a global company, and the successful candidate will get the opportunity to work with clients based around the world; New Zealand, Mexico the USA and Scandinavia. Full training and support will be made available, including all support towards the completion of the Apprenticeship Standard.

Typical day to day duties include:

- Provides administrative support to the SalesStar Team to ensure efficient operation of all office procedures.
- Schedules meetings on behalf of the SalesStar Coaches and clients.
- Ensure all electronic filing systems are maintained (mainly within Google Drive).

- Ensures all client playbooks are kept up to date, on the CRM system (Membrain), by data processing and uploading the relevant information and documentation to the system.
- Service the required meetings by ensuring the Agenda, Minutes and Actions are recorded correctly and disseminated to the relevant people within a timely manner.
- Assist with the processing of invoices via Xero.
- Liaise with clients to ensure exceptional customer service is delivered and client satisfaction is achieved.
- Creation and maintenance of adhoc Power Point Presentations, Excel Spreadsheets and written documentation using MS Word.
- Acts as the main point of contact for all visitors reporting to the office, located within the Media Centre.

### **How to apply**

To apply, please send your CV to:

[sophie@nationalbusinesscollege.co.uk](mailto:sophie@nationalbusinesscollege.co.uk) or ring 01484 430433

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**To enquire about this role:**

