

## **Roehampton Internship Scheme – Job Description Template**

**Role Title: Sales Administrator**

**Location: Hybrid - Battersea Reach office & WFH**

**Hours: (83 hours maximum)**

**Salary: £12.05p/hr**

**Start date: 20/02/2023**

### **About Our Company**

We are a technology start-up, working within the hospitality industry. We are a small team on a mission to get the best coffee shops in the UK on our mobile app, and put our TipBox hardware in over 1000 hospitality venues in the next 12 months.

RWRD was launched in 2019 with a mission to connect the independent coffee community. Our award-winning platform focuses on helping customers discover better coffee, and enabling businesses to engage customers.

RWRD is a platform comprising of a cashless tipping solution for hospitality staff coupled with a consumer rewards platform, providing digital marketing, loyalty & discovery resulting in increased business revenue & boosted earnings.

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### **Internship Duties & Responsibilities**

- Working to a specific brief, generate new high quality venue leads using multiple resources (e.g. online search, Instagram, Facebook, guides, articles)
- Assist in creation of sales assets for outreach campaigns
- Cleanse and maintain database of venue leads, applying appropriate classification tags
- Prepare & attend sales meetings alongside team leader
- Visit hospitality venues to gather information & build rapport
- Other associated administration support tasks as required

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### **Person specification**

#### **Essential:**

- Keen to gain experience in a tech startup environment
- Able to quickly understand a given brief and work proactively and efficiently
- Methodical with a keen eye for detail and good organisational skills
- Strong IT and excel skills
- Confident & charismatic approach to client engagements
- Ability to work to targets and deadlines

#### **Desirable:**

- Passion for good coffee & an interest in the coffee industry
- Previous experience in handling & cleansing data

**To Apply:**

Please visit CareerLink via the following link: <https://roehampton.careercentre.me/u/5pnu9ehq> and then click 'Apply here' which will take you to the Santander platform. If you have any questions, then please feel free to email: [internships@roehampton.ac.uk](mailto:internships@roehampton.ac.uk)

**Closing date:**

*We reserve the right to close this opportunity early should sufficient applications be received prior to the closing date.*