



<https://www.sportsplusscheme.com/job/admin-lead-generation/>

## Admin & Lead Generation

### Description

**Sports Plus Scheme** is a leading provider of Sports Coaching Provision & Physical Education Support to Primary Schools across the UK, a Family Business that was Established in 2001.

We are looking to recruit a **Admin & Lead Generator** for the Company to support and drive The Growth of the Brand.

This is a New Role for the company and has the capacity to progress quickly with success, the salary is based on a starting point with the opportunity to increase.

You will need the attitude of Going the Extra Mile with the ability to Multi-Task and genuine desire to want to succeed and develop. If this sounds just what you are looking, we look forward to your application.

### Responsibilities

- Generate New Business
- Make Sales Calls to New Schools or Clients
- Develop Presentations for Company Products & Services
- Maintain Database of Schools & Key Contacts
- Support Exhibitions/Events & Marketing Projects
- Attend Business/Networking Events
- Develop Relationships with Other Brands
- Set Up Open Days for Prospective Schools
- Oversee Website Marketing and Adwords Campaigns
- Support Social Media Advertising & Promotion
- Generate New Marketing Initiatives
- Promote The Sports Plus Brand
- Support Other Administration Duties

### Qualifications

- Natural Talent for Generating Leads
- Self Motivated & Driven
- Excellent Telephone Manner
- Organised & Efficient
- Knowledge of the Sports Coaching Industry/Primary Schools

Experience:

- Administration: 2 years (Required)
- Sales: 2 years (Preferred)

### Contacts

Please apply by sending your CV and an accompanying cover letter to [andy@sportsplusscheme.com](mailto:andy@sportsplusscheme.com)

### Hiring organization

Sports Plus Scheme Ltd

### Employment Type

Full Time

### Job Location

Walsall, Aldridge

### Base Salary

£ 14,000 - £ 16,000

### Date posted

October 1, 2019