

Marin Bicycles UK

Position Description

Job Title Sales and Digital Support

Position Summary Responsible for sales support and fulfillment, and managing digital marketing back end.

Reports To Sales and Marketing Departments

Date Prepared July 26th, 2021

Others Served As needed

Duties and Responsibilities

Sales Support

- Maintain and update Shopify webstore
- Processing and dispatching daily orders
- Process back orders in Company ERP (SAP)
- Process B2B orders
- Assist sales associates as needed, including consumer email reply, if possible
- Attend and participate as required in company and team meetings
- Maintain solid knowledge of Marin product and programs as well as those of your competitors.

Marketing Support

- Assist with digital marketing, including updates to website, SEO, email lists, dealer locator and others.
- Manage and resolve questions/ issues put through on global website enquiry software
- Assist with various assigned duties as set forth by management.
- Attend and participate as required at events

Essential Qualifications

- Must possess great interpersonal/relationship skills – must cooperate and communicate effectively with co-workers, supervisor and/or outside contacts.
- A working knowledge of bicycles, components, and suspension design.
- Knowledge of computers required including knowledge of Excel, Word, and Outlook & Power Point (SAP experience a plus).
- Must be able to work in a professional manner in a team environment.
- Must be able to multi-task effectively.
- Attention to details and quality.
- Strong organization skills
- Strong verbal and written communication skills.
- Able to carry out assignments with moderate supervision.

Beneficial Qualifications

- Good understanding of digital marketing.
- Proficiency in SAP or similar ERP program.