



Sales and Marketing Assistant

Location: Our office in Birmingham, UK

Type: Permanent, Full Time

Compensation: £26,000 - £30,000 annual salary, **depending on experience and qualifications**

- Do you care deeply about environmental sustainability?
- Have you always wanted to work in a modern, dynamic startup environment?
- Are you a powerhouse of raw, potential, looking to make an impact and jumpstart your career in a fast-growing industry?

You might fit right in with us. We need an **Sales and Marketing Assistant** to join our team!

About us:

At [Hestia](#), we're on a mission to make every home in Great Britain sustainable – helping people to live greener, healthier, and happier lives. We are innovators in the built environment. We make residential retrofit easy and affordable by introducing technology to improve the speed, accuracy, margins, and customer experience of the overall process.

Role Overview:

We are seeking a motivated and detail-oriented **Sales and Marketing Assistant** to join our team. This role is vital in supporting our sales and marketing efforts, ensuring seamless operations and contributing to the growth of our brand. Join us in creating a vibrant workplace where our values are more than just words on a wall. If you're looking to be part of an exciting startup that's making a difference, this is your opportunity!

Key Responsibilities:

- **Sales Support:** Assist the sales team with administrative tasks, including managing customer databases, preparing sales materials, and coordinating follow-up communications.
- **CRM Data Management:** Maintain and update the CRM system, ensuring accuracy and completeness of customer information.
- **Sales Deck Creation: Help** create and refine sales decks and presentations to support the sales team's efforts.
- **Customer Research:** Conduct research on potential and existing customers to gather insights and inform sales strategies.

- **Marketing Campaigns:** Support the development and execution of marketing campaigns, including digital, social media, email marketing, and events
- **Content Creation:** Assist in creating engaging content for various platforms, such as social media posts, blog articles, newsletters, and marketing collateral
- **Market Research:** Conduct research on market trends, customer preferences, and competitor activities to inform marketing strategies
- **Event Coordination:** Help plan and organize marketing events, trade shows, and promotional activities
- **Reporting and Analysis:** Compile and analyze sales and marketing data to track performance and identify opportunities for improvement
- **Customer Engagement:** Handle customer inquiries, provide product information, and ensure a positive customer experience

Requirements

Essential Skills and Qualifications:

- **Experience:** Previous experience in a sales or marketing role, preferably in a fast-paced environment
- **Organizational Skills:** Strong organizational and time management skills with the ability to manage multiple tasks simultaneously
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to engage effectively with stakeholders at all levels
- **Technical Proficiency:** Proficiency in MS Office and familiarity with CRM and marketing software
- **Creativity:** Ability to contribute to creative marketing ideas and campaigns
- **Team Player:** Ability to work collaboratively within a team and across departments
- **Adaptability:** Flexibility to adapt to changing priorities and job duties as the startup evolves.

Desirable Attributes:

- **Educational Background:** A degree in Marketing, Business Administration, Communications, or a related field is preferred but not mandatory
- **Digital Marketing Experience:** Knowledge of SEO, PPC, social media advertising, and other digital marketing techniques
- **Event Planning Experience:** Experience in planning and executing events and promotions
- **Analytical Skills:** Ability to analyze data and derive actionable insights

Why You'll Love working with us:

At Hestia, we're not just retrofitting homes, we're reimagining Britain's future—one sustainable home at a time. We're all in on the vision of making every home super kind to the planet, where living green equates to living fully. It's a bold dream, sure, but the best parts of history come from people who dream big.

We offer a fun, cohesive and flexible working environment with a bright and diverse team that thrives on achieving the ambitions we aim for.

We aren't everyday people, so we don't have everyday values. Our core values are the compass that guides us:

1. **We do the right thing** - we know right from wrong. When in doubt we ask, 'How would I want to be treated?'
2. **We are committed** - to the mission and to each other.
3. **We start with 'why not'** - just because it is, doesn't mean it should be. We are critical thinkers who don't shy away from a challenge to solve big problems. We know creativity takes courage -- we love 'this may sound wild but...'
4. **We get stuff done** - when we commit, we always deliver.
5. **We have a high bar** - we maintain the highest standards and aspire to be the best in everything we do.
6. **We give feedback as a gift** - we tell each other the truth and encourage a mindset of continuous learning and growth. We develop one another through apprenticeship and mentoring.
7. **We let our freak flags fly** - we don't merely tolerate, but celebrate diverse perspectives, personalities and life experiences.

How to Apply:

Are you ready? **Send your resume and a cover letter explaining why you're the perfect fit for Hestia to chenai@hestia.homes.** We can't wait to meet you!