

Themis Job Description
Sales Support Administrator

Department:	Sales Team	Location:	Remote, plus 3 days based at our London Office.
Reports to:	Sales Services Manager	Role Type:	Permanent / 5 Days per week
Reported to by	N/A	Position:	Sales Support Administrator
About Themis:	<p>Our goal is to reduce the global impacts of financial crime.</p> <p>Themis is a socially responsible, B-Corp Certified business and considered “The Best in the World” for Governance by B-Corp. We help clients and members identify and manage their specific financial crime risks, through a combination of insight, intelligence and innovation.</p> <p>Financial crime is a very real and evolving problem. It has been described as “a cancer on our society” and “an issue of international security.” Not only is the scale of illicit activity in the trillions of £s, but the impact on all our businesses, the economy and society are profound.</p> <p>Our cutting-edge platform helps organisations understand these strategic threats through an ESG and socio-economic lens and protects their customers, staff, suppliers and shareholders from criminal attacks or association.</p> <p>In this way, we are fueling sustainable change in the public and private sector.</p>		

<p>Impact:</p>	<p>Themis aims to reduce the impact of financial crime through its day-to-day business, increasing awareness, improving capabilities and driving long term cultural change across the private and public sectors.</p> <p>We are a purpose-driven business and will work to meet the highest standards of verified social and business performance, public transparency, and legal accountability to balance profit and purpose.</p> <p>The positive impact of Themis is multiplied by the Themis Charitable Trust that directs and raises additional funds to support the victims of underlying predicate crimes.</p> <p>Themis is an equal opportunity employer and we are passionate about our inclusive culture and one which our CEO is keen to preserve as we grow. In Themis we work as a team, we support each other, we motivate each other, and we all travel together to reach our goals.</p>
<p>Job purpose:</p>	<p>We are looking for a motivated and detail oriented Sales Support Administrator to join our enthusiastic and busy sales team.</p> <p>You will be responsible for supporting with day to day sales administration duties to ensure sales targets and business goals are met. Experience using CRM Software is essential, HubSpot is preferable.</p> <p>This role requires high levels of communication, great attention to detail and the ability to build relationships with clients as well as the sales team. A good level of IT skill is essential, previous admin experience within a sales team is highly desirable.</p> <p>You will need to be confident in your abilities, with a can-do attitude, excellent organisational skills, have the ability to work off your own initiative and most importantly be a team player.</p>

<p>Responsibilities</p>	<ul style="list-style-type: none"> ● Compiling daily lists of leads and updating the CRM correctly ● Management and distribution of inbound leads amongst SDR's ● Provide assistance to the management team and SDR's when needed, such as assisting with sending proposals, preparing contracts and scheduling additional meetings with prospects following the discovery phase. ● Perform regular data entry duties in regards to key metrics ● Answer incoming calls ● Assist with general office duties such as reporting and correspondence ● Provide feedback for CRM process development ● Identify missed sales opportunities ● Pipeline Administration
<p>Experience required:</p>	<ul style="list-style-type: none"> ● Minimum of 2 years experience in a similar role ● Great communicator. ● You are results-driven and KPI-focused, ready to take ownership of your responsibilities and able to demonstrate success. ● You thrive in a fast-paced, high-growth environment. ● A background in Financial Crime is not essential but desirable. ● Experience working in a start up at early stage of the business or high growth SME desirable but not essential ● Comfortable operating in a small, tight-knit team.
<p>Skills Required</p>	<ul style="list-style-type: none"> ● Outstanding and demonstrable oral and written communications skills ● Excellent range of IT skills ● Solid range of technical day to day skills and applications ● Interpersonal skills and the ability to develop working relationships both inside and outside the organisation ● Proficiency in using HubSpot (or other CRM software) ● Meticulous attention to detail