



Freeman Automotive (UK) Ltd  
Upton Valley Way East,  
Pineham,  
Northampton NN4 9EF  
Telephone: (01604) 583344  
Fax: (01604) 585679

[www.ebcbrakes.com](http://www.ebcbrakes.com) e.mail: [info@ebcbrakesuk.com](mailto:info@ebcbrakesuk.com)

MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

## Job Description – Sales & Marketing Assistant

### GENERAL SUMMARY

This is an office-based role which will encompass a variety of administrative and sales support duties to assist the Sales and Business Development Manager. The focus of this role is to source and develop new business opportunities and to grow awareness of our products and ranges, both into current accounts and new opportunities through contact via telephone, email and marketing activities. Successful applicants must have a passion for cars and motorcycles.

The job will involve building direct relationships with our customers and friends to increase sales, whilst providing support to the Sales and Business Development Manager.

This role is ideal for candidates who enjoy customer contact. A positive happy attitude is a must, along with the ability to develop product knowledge in a fast-paced and innovative company.

### PRIMARY RESPONSIBILITIES

1. Proactively monitor EBC Automotive online sales, making sure appropriate content and images are included.
2. Researching for potential new distributors for all product groups in target markets worldwide.
3. In conjunction with the marketing department, ensure that we are creating and distributing various advertising/publicity media that our customers can use in their own marketing activities.
4. Provide competitor activity information when information comes to hand.
5. General ad-hoc administration.
6. Any other task as assigned by your line manager.

### KNOWLEDGE AND SKILLS

1. Proven experience in the field of business development in a professional environment is essential - it would be advantageous if in the automotive/motorcycle sector.
2. Passionate about cars and/or motorcycles.
3. Competent in Microsoft Word and Excel.
4. Professional and friendly approach when facing customers.

### WORKING CONDITIONS

Full-time position based at the EBC World Headquarters in Northampton. Working conditions are normal for an office environment.

### HOURS OF WORK:

40.5 hours per week, flexible hours within our normal opening times.

### BENEFITS:

- 28 days annual leave, inclusive of Bank Holidays with Long Service Award Scheme (maximum of 5 extra days with 10 years service)
- Uniform provided
- Free on-site secure parking
- Staff discount for family use
- Pension Scheme
- Child Care Voucher Scheme