

Sales Administrative Assistant

Salary: Dependent on experience and skills

Contract type: 12-Month Fixed Term Contract, Part-Time (3 days a week – Tuesday to Thursday)

Hours: Either 8am-4pm or 8.30am-4.30pm

Location: Redhill, Surrey

Reports to: Sales and Production Manager

Who We Are

Quartz is a leading organiser of B2B exhibitions and conferences as well as a publisher of market-leading business magazines and directories that truly support the industries they serve.

Quartz Group encompasses three companies: Quartz Business Media Ltd, Quartz Business Events Ltd, and Quartz Sequoia Events. The industries that Quartz currently serves include; Aluminium, Cleaning & Hygiene, Physical Activity, Glass, Oils & Fats, Steel, Tobacco, Vaping and Sustainable Manufacturing.

Our Values

We are more than just a workplace; we offer a vibrant community fuelled by a “family-like” ethos.

Our core values - trust, integrity, passion and teamwork – are the driving force behind everything we do, together with a relentless “can-do” attitude, an unwavering determination to succeed, and an unyielding focus on prioritising our customer’s needs.

Our Offer

Working at Quartz is an exceptional opportunity for ambitious and passionate individuals. Our entrepreneurial business model creates an exciting and fast-paced environment where every idea is valued. We offer a supportive atmosphere perfect for career growth, with a professional yet flexible working environment that encourages and rewards hard work and commitment.

Not only that, but we are proud winners of the Exhibition News Awards “Employer of the Year” for 2024!

Our culture is second to none, with a friendly and approachable team waiting to welcome you! To hear from our team on what makes Quartz so great, visit our website: [Quartz Business Media | Our people & culture \(quartzltd.com\)](https://www.quartzltd.com/our-people-culture).

The Role

We are looking for an enthusiastic and detail-focused Sales Administrative Assistant to support our teams across publishing, events, and digital platforms on a 12-month fixed term contract.

This vital role involves coordinating bookings, assisting with sales operations, liaising with clients, and managing both internal systems and external communications. Success in this role requires excellent organisational skills, attention to detail, and the ability to work collaboratively across departments in a fast-paced environment.

Core Responsibilities

Administrative & Booking Support

- Manage ad page counts.
- Cross-check ad pages with Naviga and the booking sheets.
- Send monthly flat plan summary to editorial team.
- Input and maintain accurate order records in Naviga for multiple publications and clients.

Sales & Event Coordination

- Support contra deals and client communications; coordinate with marketing to book materials (social posts, eblasts, offers).
- Organise logistics for exhibitions (e.g., stand graphics, booth bookings, event portal updates, exhibitor badges, catalogue entries).
- Track and fulfil voucher copy requirements for advertisers monthly.

Print & Dispatch

- Create and send print run reports.
- Confirm totals and coordinate with team on print logistics.
- Manage dispatch instructions for magazines and events.

Newsletter & Website Management

- Update web content including advertising rates, banners, staff changes, and media packs.
- Ensure newsletter and banner bookings match booking sheets and web placements.

Invoicing & Financial Admin

- Approve and process supplier invoices (e.g., Mail Options, Invictus, Pensord and Printmates).
- Compile and send invoice totals to the finance team.

Planning & Media Support

- Assist in creating and circulating the annual publication schedule.
- Coordinate business card and year planner orders, proofs, and approvals.
- Help prepare and maintain media packs and editorial feature schedules.

Email & Document Management

- Monitor and manage public inboxes for our Glass, Aluminium, Steel and Furnaces portfolios.
- Support data entry and file uploads in Naviga (e.g., contracts, contacts, booking sheets).

General Duties

- Liaise with internal departments and external clients as needed.
- Support with other administrative tasks and special projects as required.

Key Skills

- **Organised & Methodical:** Able to handle multiple tasks with accuracy and reliability.

- **Attention to Detail:** Strong focus on accuracy for data, documentation, and communications.
- **Technical Savvy:** Comfortable with CRM systems (Naviga a bonus), and Microsoft Office (Excel, Word, Outlook).
- **Communication:** Clear and confident written and verbal communication.
- **Team Player:** Willingness to collaborate and support colleagues across departments.
- **Proactive:** A self-starter with a hands-on approach to problem-solving and improvements.
- **Client-Focused:** Professional and helpful in all interactions with clients and partners.
- **Flexible:** Able to adapt to the varying demands of magazine deadlines and events.
- **Adaptability:** Able to thrive in a fast-paced, deadline-driven environment.

Experience

- **Experience:** Proven experience in an administrative role (essential)
- **Education:** Educated to degree level/qualification is a bonus, but not mandatory.

Interested in this position?

Please send your CV and a cover letter to careers@quartzltd.com. We look forward to hearing from you!