

## Revenue Operations Executive

# Roxhill

London, UK & Remote  
Permanent  
£28-30,000 per annum

### The background

Roxhill ([www.roxhillmedia.com](http://www.roxhillmedia.com)) was launched in 2013 by a small team of industry veterans with a vision to disrupt the Public Relations communications sector. We have built a real-time, data-led media intelligence platform that gives PR and media professionals the tools and insight to understand by whom, and where, in the media their brands, products or topics are being discussed. Through Roxhill, the PR engages and develops mutually beneficial relationships with key figures within the media industry.

Fast forward a few years, and Roxhill now has over 1000 Blue chip and corporate clients, 40 staff based in WeWork (Bank) office.

### What are we looking for?

Reporting to the Director, Revenue Operations, the Revenue Operations Executive's primary responsibility will be the day-to-day processing of updates, amends of workflows, reports and data in our CRM system, HubSpot. HubSpot is at the core of many of our commercial processes, therefore it is essential to our success that the data is up-to-date, the workflows work and the reports generated from them are accurate. Successful execution of the role is key, as the information produced is fed straight to senior management and is used to direct and steer the continued rapid growth of the business.

Success in the role requires a strong attention to detail. The role holder will be responsible for maintaining and updating procedures that achieve 'best practice' in data management such as regularly auditing data for accuracy, ensuring it's cleanliness, eliminating gaps and duplicates, creating associations across contacts, companies and deals. The role holder will be familiar with using workflows to automate processes and report generation by HubSpot.

The Revenue Operations Executive will be expected to look across the business to identify where HubSpot may further reduce operational risk and increase efficiencies. Knowledge and experience of how to leverage HubSpot through building links to Microsoft, SaaSOptics and Xero platforms is desirable but non-essential.

The Revenue Operations team drives revenue efficiencies across all the commercial teams. Integral to the role is a desire to support these teams by enhancing their processes. Success in the role requires more than just a knowledge of HubSpot, it requires working collaboratively with all members of the Marketing, Sales and Client Services teams.

### **What skills, experience and attributes are we looking for?**

The successful candidate will be able to demonstrate the following attributes:

- 2-4 years' experience of working in a CRM related role
- 2-3 years' experience of working with HubSpot
- Can-do attitude – we want a pro-active, self-starter
- Customer service orientated
- High level of accuracy and strong attention to detail
- Excellent organisational skills and ability to prioritise workload
- Excellent communication and presentation skills, both written and verbal

### **What's in it for you?**

This role will allow someone to play a key part within an ambitious and growing company. We have a strong focus on personal development and trying new things in a collaborative work environment. A healthy work/life balance is a key part to achieving. We are usually based in a new WeWork office in the heart of the City of London, with games, free snacks and drinks, regular events and an onsite café.

### **Benefits**

22 days holiday plus Bank Holidays

Healthcare Cash Plan

Time off on your birthday

Pension

Healthcare Cash Plan

Employee Assistance Programme

Company Sick Pay Scheme

Hybrid working

### **How to apply:**

Please apply with CV and covering letter, stating your suitability for the role

[careers@roxhillmedia.com](mailto:careers@roxhillmedia.com)

Closing date for applications: **Monday 11<sup>th</sup> October 2021**

Please note, only shortlisted candidates will be contacted

No agencies