

JOB DESCRIPTION

Residential Sales Administrator

Job Title: Residential Sales Administrator

Salary: £market rate

Type: Maternity Cover

Department: Residential Division - Sales

Location: High Wycombe, Buckinghamshire

Report to: Divisional Director

Benefits: Private Health Care

The ideal candidate will be a focused enthusiastic individual with the ability to provide administrative support in coordinating multiple tasks with a team goal of successful project delivery. Good computer skills are essential, experience using Microsoft Office Suite in particular Microsoft Word intermediate and Excel intermediate/advanced level. Basic understanding of project scheduling and Gantt charts would be beneficial.

Main Purpose of the Role

Perform a wide range of administrative and support activities, helping the residential division increase efficiency and uniformity.

Main Responsibilities

- 1) Assisting pre-sales with compiling proposals, supplier pricing, tender returns and presentations using Microsoft Excel and PowerPoint presentations
- 2) Liaising with suppliers to acquire product pricing and create cost sheets from templates
- 3) Ensuring project timesheets, costs, variations and budgets are collated and reported to the Management on a regular basis
- 4) Keep track of labour spent on special projects, using information obtained by Technical Administrator and Labour PO's.
- 5) Liaise with project managers / sales and procurement to ensure kit is ordered as and when requested and keeping cost sheets up to date.
- 6) Keep overall project programmes updated for special projects, to allow management of PM and labour allocation.
- 7) Support all sales with administrative tasks including log of active projects, communicate with accounts to ensure timely invoicing, ensure project processes are followed and arranging travel
- 8) Maintain Subcontractors list, ensuring all supporting documentation is kept relevant
- 9) Office admin including answering telephones, binding, and filing

- 10) Support Divisional directors in an EA capacity
- 11) Support Sales Team with general administrative tasks e.g., expenses
- 12) Providing temporary cover where necessary e.g. for Commercial Sales Administrator Role

Qualification and Experience

We are looking for a friendly and organised person to join our team and represent our business in a professional manner.

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Presentable appearance	Prior administrator experience
Excellent interpersonal skills, communication and telephone manner	Technical background/interest in Audio-Visual technology
Intermediate computer skills including use of Microsoft Office (Word, Excel, PowerPoint & Outlook)	Microsoft Projects and/or Visio
Excellent organisational skills	
Attention to detail and methodical in record keeping	
Good at multitasking and prioritising	
Quick learner, with a willingness to progress and take on additional responsibilities in the future	
A good team player, whilst able to work on your own initiative	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.