

JOB DESCRIPTION

Junior Sales Administrator

Job Title:	Junior Sales Administrator
Salary:	£market rate
Type:	Full time
Department:	Sales
Location:	Office based in High Wycombe, Buckinghamshire
Report to:	Sales Admin Manager
Benefits:	Private Health Care

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

Kindly note that we are in the process of reviewing and deploying new operational software; whilst the responsibilities of this role will remain the same, the process and method of completion will likely change in the near future.

Main Purpose of the Role

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

Main Responsibilities

- 1) Assisting pre-sales by compiling proposals, supplier pricing, tender returns
- 2) Occasionally assisting with the creation of presentations and other documentation.
- 3) Liaising with procurement to acquire product pricing and create cost sheets from templates.
- 4) Creation and updating of reporting to management as and when required.
- 5) Liaise with project managers / sales and procurement to ensure kit is ordered as and when requested
- 6) Support all sales with administrative tasks including log of active projects, communicate with accounts to ensure timely invoicing, ensure project processes are followed.
- 7) Maintain Subcontractors list, ensuring all supporting documentation is kept relevant
- 8) Office admin including answering telephones, etc.
- 9) Supporting the sales team with additional requests.
- 10) Reception work when required.

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 experience in a similar role
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)	Knowledge of sales process and terminology
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.