

# United Kingdom Jobs Expertini®

## Sales Administrator

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Company: Hays

Location: London Area

Category: other-general

Administrator (Sales Support) – Recruitment Agency London City At Hays, we believe in being long-term partners with our people as well as our customers. Together, we will work for your tomorrow, and the possibilities are endless. With over 50 years of business success, we have built a reputation as the world leader in specialist recruitment and workforce solutions. But joining Hays isn't just about being part of a global business leader; together with over 12,000 people across 32 countries, you'll be making a difference in the world of work. Your new role A new opportunity has arisen for an ambitious and organised individual to join the Administration team as a Administrator/ sales support. Your new role: General Administration and Data Inputting tasks including: Become a point of contact for sales support, supporting our recruitment consultants/teams Regularly updating and formatting spreadsheets for Directors/Recruiters to assist with reporting Creating candidate packs, formatting CVs and printing of documents for consultants Handy telephone calls and queries from the recruitment teams Assisting in coordination of client and candidate events Coordinating and assisting in creating employee incentive events across the region General email distribution across the recruitment teams Maintaining recruitment fee trackers to report back to Directors and recruitment teams General Office Management tasks: Maintaining office standards and IT equipment Booking travel for Recruiters/Directors Ordering office stationary, merchandise and monitoring the use of this when required Other adhoc management and admin duties Healthy safety duties such as acting as first aider and/or fire warden for the office, reporting any incidents to Directors or H&S team What you will get in return Culture built on rewarding success and the opportunity to influence your earning

potentialBest technology in the industry and a renowned training programme to support success and drive rapid career progression and ongoing developmentFlexible hybrid working patternsIncentives and rewards to recognise performance both locally, regionally and nationallyBroad range of employee wellbeing initiatives and benefitsReferral bonus schemeEmployee Community Networks Paid volunteering day for all employees under our Working for Your Tomorrow InitiativeLife at Hays presents the opportunity for growth, varied career paths, exciting challenges and a culture of inclusion that celebrates diversity If you're thinking of a new tomorrow for your career, let's work together to create it! At Hays, we share a passion for creating a culture of opportunities for our people to flourish and succeed, whatever your background. We know that diversity of perspective and an inclusive approach, which encourages those experiences and views to be heard, is great for business and therefore your career.

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