

Sales Administrator

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Company: eRecruitSmart

Location: Daventry

Category: other-general

We have an excellent opportunity for a Sales Administrator for an independent Health and Safety management consultancy. This is a hybrid role, with flexibility to work from home or from our client's office in Daventry.

About the company

Our client is a successful, independent Health and Safety management consultancy. They support clients across a wide range of sectors, working with them to continuously improve their Health and Safety performance; to safeguard their people, customers, and the reputation of their businesses.

About the role

Key responsibilities for the role of Sales Administrator are active sales and administration including:

Being responsible for Sales with existing clients

Processing and sending Quotes for work with existing clients

Following up with clients about Quotes we've sent

Requesting Purchase Orders from clients

Requesting information from clients to onboard them onto our systems

Preparing and sending contracts to new clients

Preparing and sending Renewal Letters to existing clients

Using the Customer Relationship Management (CRM)

Managing and maintaining Sales data

Preparing monthly sales reports

Reviewing reports with the Commercial Director and Marketing Manager

Scheduling work into Consultants' diaries

About you

The role of Sales Administrator is to support our client's Sales processes and would suit someone who is detailed, reliable, and is confident to communicate with customers. To be successful for the role of Sales Administrator, you will be able to demonstrate:

Experience of working with CRM systems

IT literate and confident learning new systems quickly

High standard of English and Maths, (written and verbal)

Analytical with a strong attention to detail

Excellent communication skills (written and verbal)

Managing time efficiently while maintaining a high level of accuracy

Working both within a team environment and independently

Working to deadlines

Adaptable and be flexible to meet the needs of the business

About the hours & rewards

The Sales Administrator role is a full-time position. The hours of work are Monday to Friday, 8.30am – 5pm or 9am – 5.30pm. For the role of Sales Administrator there is on offer a salary of £23,000 to £26,000 per year depending on experience and benefits include:

Flexible Hybrid working

Flexible working hours

Company Pension

Bonus Scheme

On-site parking at Daventry office

Potential for professional development/paid training

Friendly team

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