

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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