

Sales Administrator

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Company: Devonshire

Location: London Area

Category: other-general

Are you an organised, detail-oriented individual, eager to thrive and make a real difference in a vibrant sales environment? Join our client's sizeable sales team as a Sales Administrator and become an integral part of the dynamic operation. Our client is a leader in the customer communications and business services sector, committed to delivering innovative, technology fuelled solutions to its portfolio of major clients. Working in the centre of an exceptionally fast paced, super ambitious business, we require a person who can really hit the ground running. The Role: As a Sales Administrator, you'll be at the core of the sales department, overseeing the contract management system ensuring accuracy, contract compliance and acting as a conduit between sales and customer services to encourage all required changes, updates and contractual amendments are implemented in a timely manner. Summary of Responsibilities: Provide comprehensive contract administrative support to the sales team. Maintain accurate records of sales activities, including contracts. Oversee the contract management system to ensure compliance (Curtis Fitch). Periodical preparation of sales reports, presentations, and proposals. Act as a liaison between internal teams and possibly external stakeholders. Collaborate with various departments to facilitate sales initiatives. Participate in sales meetings and contribute ideas for improvement. Requirements: Previous administrative experience, preferably in sales or a customer-focused fast paced environment. Previous experience overseeing a contract management system, Curtis Fitch would be very useful. Excellent attention to detail and accuracy in record-keeping. Proficiency in Microsoft Office and CRM software. Positive communication and interpersonal skills, able to build relationships and influence

actions.Ability to adapt to changing priorities and deadlines.Why Choose Us:Join a dynamic, collaborative sales team, where you will really make a difference!Flexible working environment - office (several locations in the City of London or East London).Opportunities for career development and growth within the organisation.Rewarding salary package.Supportive, inclusive work environment.Please only apply if you have the right to work in the UK.Devonshire is an equal opportunity employer and we encourage job applications from people of all backgrounds. All qualified applicants will receive consideration regardless of gender, race, religion, age, disability, sexual orientation or marital status.

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