

## Sales Administrator

[Apply Now](#)

Company: Morris

Location: Rugby

Category: other-general

Full Job Description Responsibilities include:

- o Provide support to the New Homes Sales Teams on site
- o General administration duties regarding the sale of houses on site
- o Liaising with contractors, legal departments and production departments
- o Data inputting
- o Compiling competitor information
- o Producing relevant sales reports using COINS

About you:

- o Experienced sales administrator with a passion for new homes
- o Able to project a professional and confident manner at all times
- o Excellent interpersonal and communication skills
- o Ability to an eye for detail
- o Good time management skills and ability to work under pressure
- o Experience of working within the property or house builder sector including knowledge of customer extras, colour choices and specifications
- o Good IT skills, COINS (preferred but no essential) and Outlook

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the business. If you are a motivated individual with a passion for sales support and administration, we would love to hear from you. Apply now!

[Apply Now](#)

## Cross References and Citations:

1. [Sales Administrator Germanyjobs](#) [Jobs Rugby Germanyjobs](#) ↗
2. [Sales Administrator Appdeveloperjobs](#) [Jobs Rugby Appdeveloperjobs](#) ↗

3. Sales Administrator Taiwanjobs Jobs Rugby Taiwanjobs ↗
4. Sales Administrator Jobspakistan Jobs Rugby Jobspakistan ↗
5. Sales Administrator Bluecollarjobs Jobs Rugby Bluecollarjobs ↗
6. Sales Administrator NewyorkjobsJobs Rugby Newyorkjobs↗
7. Sales Administrator Dohajobs Jobs Rugby Dohajobs ↗
8. Sales Administrator Sciencejobsnearme Jobs Rugby Sciencejobsnearme ↗
9. Sales Administrator CraftsjobsJobs Rugby Craftsjobs↗
10. Sales AdministratorKashmirhub Jobs Rugby Kashmirhub ↗
11. Sales AdministratorPsychologistjobsJobs Rugby Psychologistjobs↗
12. Sales AdministratorSearchcanadajobs Jobs Rugby Searchcanadajobs ↗
13. Sales AdministratorEducareer Jobs Rugby Educareer ↗
14. Sales AdministratorIndustryjobsearch Jobs Rugby Industryjobsearch ↗
15. Sales AdministratorSoftwareengineeringjobs Jobs Rugby Softwareengineeringjobs ↗
16. Sales AdministratorSearchukjobs Jobs Rugby Searchukjobs ↗
17. Sales AdministratorMediajobs Jobs Rugby Mediajobs ↗
18. Sales AdministratorSearchnzjobs Jobs Rugby Searchnzjobs ↗
19. Sales administrator Jobs Rugby ↗
20. AMP Version of Sales administrator ↗
21. Sales administrator Rugby Jobs ↗
22. Sales administrator Jobs Rugby ↗
23. Sales administrator Job Search ↗
24. Sales administrator Search ↗
25. Sales administrator Find Jobs ↗

Source<https://uk.expertini.com/jobs/job/sales-administrator-rugby-morris-797-381258/>

Generated on: 2024-05-03 by [Expertini.Com](https://uk.expertini.com/)