

## Sales Support Administrator

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Company: Premier Technical Recruitment

Location: Corby

Category: sales-and-related

### Sales Support Administrator

Northamptonshire - commutable from Corby, Kettering and Northampton

c£24k-£28k neg dep exp + generous benefits

Our client is part of an established Group that specialise in the provision of bespoke materials handling solutions to a diverse range of customers and industry sectors worldwide. As a result of continued success and an ongoing programme of strategic growth, they are now seeking to recruit a dynamic and organised Sales Support Administrator to complement their established and professional Internal Sales and Marketing team.

Reporting to the Internal Sales and Marketing Manager and working closely with the technical, engineering and external sales teams based out of Corby, the Sales Support Administrator will be responsible for a range of activities that will include (but not be limited to) examining and processing orders, taking in-bound telephone and email enquiries and keeping the CRM system current and up to date.

Working with fellow members of the Sales and Marketing team, as a Sales Support Administrator you will have a good eye for detail to allow you to create commercial proposals and quotations for the opportunities that have been qualified by the Key Account

and Area Sales Managers, and to allow for orders to be processed and contract terms to be checked as well as keeping the CRM system up to date, and when orders are complete, also undertaking the planning and organisation of logistics to ensure the safe and on-time arrival of products to customer sites.

To be considered for this varied and challenging role it is envisaged that the successful candidate will demonstrate at least 12 months experience gained in a similar Sales Support environment allied to a manufacturing or engineering environment, demonstrating experience of Sage X3 or a similar ERP system and ideally Salesforce or an equivalent CRM system.

You will be IT literate with the Microsoft suite of packages and have excellent communication skills at all levels with both internal and external customers, and essentially demonstrate a flexible and adaptable can-do approach and the ability to use your initiative when required.

Contact the Sales Team at Premier Technical Recruitment on (phone number removed) or email your cv in confidence to for further details.

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