

Sales Support Administrator

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Company: Castle Employment

Location: United Kingdom

Category: other-general

Sales Support Administrator required to support our client on an interim basis in Drifffield, this will be a 6-month fixed term contract, also offering an ongoing weekly temporary option through agency. The main purpose of this role is to provide general administrative support and whilst reporting to the divisional and business development director.

The main duties and responsibilities:

Setting up new projects on SharePoint once a DTB has been issued including associated IFS updates and asking IT to set up the project mailbox – within 24 hours of DTB review.

Uploading documents from K Drive to SharePoint

Lead on maintaining the pipeline report

Create and distribute CEO monthly reports

Support if required to bid manager - Compiling quotations when required – this includes photos, drawings, and specifications

Collate and distribute monthly BDM reports from sales managers to directors when required

Timely planning of meetings – booking meeting rooms including organisation of catering and PPE for clients/internal meetings.

Upkeep of stock in PPE cupboard – weekly inventories.

General admin support – post, photocopying as and when required

Telephones – receipt of incoming calls, ensure coverage of some telephones during lunchtimes.

The working hours are Monday -Thursday- Friday – with 30 minutes for lunch, the salary is £25,000

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