

JOB DESCRIPTION

JOB DESCRIPTION: SALES ADMINISTRATOR

POSITION TITLE:	SALES ADMINISTRATOR	LOCATION:	WATFORD
DEPARTMENT:	SALES	WORKING HOURS:	9:00am – 6:00pm
SALARY:	BASED ON EXPERIENCE	REPORTS TO:	SENIOR SALES ACCOUNT MANAGER

PURPOSE OF THE ROLE

The Broadcast industry is a cutting-edge technical industry and ES Broadcast is at the vanguard of this technology. ES Broadcast is a dynamic and rapidly growing SME in the broadcast industry. The Sales Administrator role will be responsible for co-ordinating with the sales team and our commercial group to provide administrative support to all with the aim of co-ordinating activities.

DUTIES AND KEY ACCOUNTABILITIES

- Co-ordination in & out bound stock control
- Forecasts
- Reports (internal & external) upon request
- Managing group sales enquiries
- Liaising with accounts department
- Managing group sales enquiries and email inbox
- Liaising with accounts department
- Logging new opportunities into Salesforce
- Uploading client documentation into specific quote folders.
- Creating client versions of quotes both in Excel and PDF versions.
- Maintaining opportunities in Salesforce with information and uploading any documents sent to the client.

- Maintaining price list, standard discount and supplier contact information.
- Managing logistics of staff, personnel and equipment & services for special projects
- Third party relationships (clients & Suppliers)

Administration

- To work under the direction of the Senior Account Manager
- To support the operations of the Sales Administration Team
- Become proficient in all sales administration tasks
- Act as conduit between the sales team and their clients, build relationships and ensure clients orders are fulfilled as required

SKILLS REQUIRED

The ideal candidate will project excellent Interpersonal skills, attention to detail with a positive, confident, and determined approach to the role. As this is a fast-paced dynamic environment you will enjoy working under pressure as in competitive workplace. To work both independently and as part of a team while displaying high degree of self-motivation and ambition to work autonomously at times.

- Advanced level of Excel
- Attention to detail
- Accurate data entry
- Familiar with excel functions

GENERAL REQUIREMENTS

- To take responsibility for your own health and safety as necessary
- To comply with the company's disciplinary and grievance procedure as required
- To comply with the company's policies and procedures at all times
- The post holder will be required to undertake such other duties as may be required within the grade and competence of the post. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive
- Duties are set out in this job description but please note that, in consultation with the post holder, the company reserves the right to update the job description from time to time to reflect changes in or to the role. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description