

## **Sales Administrator – Permanent**

**Farningham, Kent**

**£15,000 - £17,000 DOE PA**

**Full time – Hours 8.30am until 5pm**

We are an IT company looking for a Sales Administrator to work on a permanent basis with strong experience in a Customer Service or Sales Administrator capacity essential. We require someone to generate client leads, increase the number of customers, answer client queries and prepare sales documentation. A great deal of time will be spent attaining new customers to attend technical seminars, organisation of seminars, diary management and travel arrangements.

### **Duties will include but not restricted to :-**

- Answering and directing all calls into the business or message taking
- Dealing with customer`s enquiries
- Responding to emails
- Data Entry
- Supporting the team with ad-hoc day to day administration
- Generate client leads
- Maintaining good customer relations
- Maintaining electronic records and managing client database
- Travel Arrangement
- Diary management
- Event organisation

### **The Sales Administrator position will suit a person with Skills:**

- Professional and organized with excellent communication skills
- Experienced in customer service and troubleshooting
- Excellent telephone manner
- Able to work on own initiative
- Good knowledge of Microsoft Word and Excel and general IT skills
- The successful candidate must have strong attention to detail and experience in a similar role.
- Being courteous and professional
- Good interpersonal and communication skills with a 'can do' attitude.
- Good organisational skills.
- Excellent written and spoken English.

Previous employer references required