

JOB TITLE	Sales Administrator
REPORTING TO	Sales Manager, Smart Media
PROPOSED SALARY	£Competitive

OVERVIEW

Intelligent is the leading UK system integrator for solutions based on Radio Frequency Identification (RFID) technologies, which are already revolutionising many areas of business where barcodes have previously dominated.

Part of the £1.2 billion LINPAC Group, Intelligent Ltd lead the UK market in Smart Media Solutions, including library self service and document tracking. The majority of new business is awarded by tender process.

Your role will be to undertake administration and other office-based duties for the commercial team.

You will be comfortable working in a pressurised environment, often to very tight deadlines. Your excellent interpersonal, communication and organisational skills will enable you to manage multiple tasks with conflicting priorities to make sure deadlines are met.

KEY JOB RESPONSIBILITIES

- Office based contact for all new telephone and email sales enquiries
- Update Intelligent CRM system with new contact details and creation of sales opportunities for commercial team
- Monitor all new opportunities to ensure dealt with within target time period
- Enter all purchase orders onto Intelligent CRM system
- Support Commercial team in liaising with customers to chase down new purchase orders and purchase order amendments
- Order processing for consumables
- Liaise with Head of Projects to provide updates for consumables stock forecasting
- Setting up equipment for demos, including all testing and coordination of couriers
- Where applicable, support the commercial team with the production of quotes and proposals
- Attending Sales meetings and taking minutes
- Production of outstanding purchase order report on weekly basis
- Creating and updating products within CRM
- Working with BDMs and PMs to update closed sales when required with effective change management.

KEY SKILLS

- Previous knowledge and experience of working in a commercial environment in a support role
- Proven expertise in PC Office applications- Word, Excel, Power Point,
- Working to tight deadlines
- Good organisational skills
- Excellent communication, interpersonal, documentation skills required.