

<b>Job Title</b>	<b>Sales Administrator Pre-Order</b>
<b>Company/Function</b>	Taylor Maxwell & Co Ltd / Sales
<b>Location</b>	
<b>Position Type</b>	Full Time
<b>Reporting to</b>	Divisional Director or Regional Manager

<b>Job Description</b>
<p><b>Overview</b></p> <p>Provide internal support to a small external sales team working with their customers, prospects and suppliers to free salespersons to go after new business</p> <p><b>Detail</b></p> <ul style="list-style-type: none"> <li>• Develop and regularly review and update databases for all pipeline projects</li> <li>• Build relationships with existing Customers and Suppliers to become main point of contact when requested</li> <li>• Promptly obtain prices from suppliers directly or via salespersons and organise quotes, registrations and samples</li> <li>• Use internet software (Glenigan) every day to research new projects, make contact with the prospects and update salespersons and pipeline</li> <li>• Complete order forms and pass to post order team and check orders when created</li> <li>• Create and update other databases including Supply Chain, Product Trackers and email addresses for mail-outs.</li> <li>• Attend quarterly review meetings with key customers and suppliers and take minutes when requested</li> <li>• Maintain and update the showroom and sample stores</li> <li>• Organise CPD seminars to be held in showroom</li> <li>• Understand and monitor the targets and objectives of the sales team</li> <li>• Assist with website development by looking for potential Case Studies</li> <li>• Front of house greeting for visitors</li> <li>• Answering telephone calls</li> <li>• Any other duty deemed by the directors to be in the interest of the team in achieving its objectives</li> </ul> <p><b>Person Description</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Well-developed telephone call handling skills</li> <li>• Must be able to communicate effectively</li> <li>• Ability to organize and take admin initiatives such as creation of databases and spreadsheets</li> <li>• Ability to work under pressure and make correct decisions</li> <li>• Good skills in Word and Mailmerge</li> <li>• Good skills in Excel</li> <li>• Good skills in Outlook</li> <li>• Must reside within 1 hour commute from the office</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Evidence of being a team player</li> <li>• Knowledge of the construction industry</li> </ul> <p><b>All employees have a duty not to discriminate against each other, customers or suppliers and not to help anyone else do so.</b></p>