



JOB DESCRIPTION

Position: Sales Coordinator
Location: Sunbury
Reports to: Business Manager

An exciting opportunity has arisen for a Sales Coordinator to join a fast growing technology company. AVMI is the UK's leading provider of Audio Visual and Video Conferencing solutions and is expanding rapidly overseas as well as developing a number of market leading innovations.

The successful candidate will be based from our head office in Sunbury as part of a dynamic and varied sales support team. The Sales Coordinator will provide support to the corporate sales team and potentially other divisions within business development.

MAIN ROLE AND RESPONSIBILITIES

- Responsibility for 2 or 3 key accounts within the Enterprise Services and Global sales support team.
- Management of incoming quote requests and generating sales paperwork and quotes for these accounts.
- Responsibility for logging entries on software systems and processing orders.
- Provision of sales reporting.
- Coordination of requests through internal departments and external suppliers.
- Adhoc admin duties.

PERSON PROFILE

- Excellent written and verbal communication skills.
- Accomplished organisational skills and the ability to work under pressure.
- Attention to detail.
- Experience in office administration preferable but not essential.
- Strong knowledge of all Microsoft packages, particularly Word, Excel and Outlook.

WHY WORK FOR AVMI

- Be part of a fast-growing company working with some of the world's biggest brands.
- Ambitions to become a global player (recent office openings in New York and Hong Kong).
- An evolving business that provides great opportunity for development and progression.
- Great team environment.