



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.

ABOUT AVMI

AVMI provides services to leading organisations in financial services, legal, professional services, retail, defence, government, health and education sectors.

AVMI has focussed its business strategy on providing 'trusted advisor' life-cycle services to clients with a significant portion of growth coming from international business.

AVMI has recently secured a place, for the second year running, in the Sunday Times International Track 200. This international growth has been enabled by AVMI's award winning Global Enterprise

Framework of services, helping its multi-site clients to drive consistency and efficiency into their audio visual and collaboration facilities and services across all locations.

Having opened operations outside of the UK in Hong Kong, New York and Dublin, AVMI is planning to secure additional international locations in support of its clients' businesses.