

JOB DESCRIPTION

POSITION: Sales Administration -Corporate
DIVISION: Sales

An exciting opportunity has arisen for a Sales Administrator 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. This is a varied, fast paced role that would be well suited to someone that is looking to further their career in a growing technology company.

DUTIES AND RESPONSIBILITIES

- Answering incoming calls and direct calls to the relevant person/department
- Forming good relationships with clients and assisting with queries on products, sending appropriate information where required.
- Assist with the maintenance of the customer database by inputting and updating where required to reflect opportunities and sales
- Assist with the generation of quotes for repeat business or catalogue items.
- Creation of sales paperwork by obtaining manufacturer quotes and completing internal paperwork
- Assisting the sales support/purchasing team with generating sales paperwork and administration. Responsibility for logging entries on CRM and processing orders.
- Working closely with project manager/warehouse to ensure that equipment is ordered in line with project timescales
- Working closely with engineering team to supply job information packs and assist with completion of diary entries where required.
- Adhoc admin duties.
-

SKILLS PROFILE

- Excellent telephone manner and a can do attitude.
- Excellent communication and written skills.
- Innovative thinker.
- Accomplished organisational skills and the ability to work under pressure.
- Attention to detail.
- Experience in office administration, **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