

# JOB DESCRIPTION

**POSITION:** Sales Coordinator  
**DIVISION:** Sales  
**WORKING HOURS:** 37.5 hours per week Monday-Friday

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 Support Coordinator will provide support to the corporate sales team and potentially other divisions within business development.

## DUTIES AND RESPONSIBILITIES

- Responsibility for working alongside account managers and assisting the account base with the sales support team.
- Management of incoming quote requests and generating sales paperwork and quotes for these accounts.
- Responsibility for logging entries on CRM and processing orders.
- Provision of sales report through CRM.
- Responsibility for liaising with clients and developing relationships and attending client meetings where possible.
- Coordination of requests through internal departments and external suppliers.
- Occasionally taking and distributing minutes, notes, and actions from meetings.
- Adhoc admin duties.
- Assisting with and maintaining the use of SharePoint for the sales team.

## SKILLS 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.