

We're recruiting...

Sales Administrator – Needham Ink Technologies

We have an exciting opportunity for a Sales Administrator to join our team

Key duties:

- Set up new customer projects following qualification from sales team.
- All related communications/correspondence to be input on to CRM and communicated both internally and externally to team/customer and follow up task created
- Confident telephone manner/customer service background- dealing with Inbound/outbound calls from new/existing customers.
- Managing stock levels of equipment/hardware.
- Provide day-to day support to the Head of sales and Account Manager.
- Administration duties to include:
 - Processing Engineer Job sheets through to invoicing
 - Creating Purchase Invoices/supplier invoices/customer invoices and inputting on to Sage
 - Updating the CRM as necessary
- Monitoring social media and responding to prospective customers- LinkedIn4biz

Candidate requirements:

- Confident & outgoing personality
- High level of communication skills both written and verbal
- Good IT skills
- Ability to work as a team and help their colleagues when required
- Excellent product knowledge in time with training provided
- Previous experience of Sage Accounting package would be advantageous

If this sounds like the opportunity that you have been looking for **or** if you know someone who would be suitable then please apply by sending your CV to HR@needham.group quoting NITSA in the subject line.