

Sales Administrator | Job Description

Job Overview	The Sales Administrator role is to support the sales process throughout and help complete administrative tasks such as but not limited to: Research, Data Entry, Order Entry, Form Completion, Returns, Responding to Enquiries, Answering customer calls and so on.
Principle Interactions	<ul style="list-style-type: none">• Reports to the Sales Manager• Interacts with External Customers and Enquiries• Interaction with Skyguard Sales People and other employees throughout the business
Scope of Work	<ul style="list-style-type: none">• Sales Reporting (Daily, Weekly, Monthly & Ad hoc)• Customer Service• Order Processing and Returns• Communicating with and dealing with Customer Enquiries via telephone, chat, email, face to face as required• Using the company systems such as Salesforce or Khaos• General Sales Administration• Research and Data Entry
Skills & Experience	<ul style="list-style-type: none">• Conscientious with a strong attention to detail• Excellent skills with productivity software such as MS Excel, Word, PowerPoint• Organised
Personal Characteristics	<ul style="list-style-type: none">• Conscientious• Problem solver• Customer Service Focused• Strong Communicator• Team Player