Sales Admin, loading sales on to database, using CRM, Excel, Quick Books.

Also producing Invoices, liaising with existing customers, organising work for Field Engineer.

Working closely with the 2 Directors.

Must be able to work on thier own sometimes!

Take telephone calls and able to problem solve and redirect Customer.

Attention to detail is important.

**Summary**

As a Sales Administration professional, you will be integral to supporting the sales team and ensuring smooth operational processes. This role primarily involves utilizing QuickBooks for managing sales records and financial transactions. You will report to the Directors and be expected to demonstrate strong organizational skills while maintaining accurate documentation. Your attention to detail and ability to communicate effectively will enhance team collaboration and drive sales success. Join us to contribute to a dynamic environment where your skills will help streamline operations and support our growth objectives.

**Qualifications**

* Proficiency in QuickBooks for financial tracking and reporting
* Strong organizational skills and attention to detail
* Excellent communication and interpersonal abilities
* Experience in sales administration or related field
* Ability to manage multiple tasks and prioritize effectively
* Familiarity with customer relationship management (CRM) software

Job Types: Full-time, Permanent

Pay: £23,000.00-£25,000.00 per year

Additional pay:

* Commission pay