

Sales Support Administrator

£25,500 - £28,000 a year – Full Time

Are you ready to elevate your career in a fast-paced and dynamic environment?

Spheretech, a leader in innovative climate solutions for business's UK wide, are seeking a talented and driven Internal Sales Support Administrator to join our expanding team.

If you have a passion for cutting-edge technology a strong background in administration, this is the perfect opportunity for you.

Supporting our Sales, Internal teams, the Sales Support Administrator will be responsible for processing and managing all administration paperwork throughout our process's ensuring our Internal Team and all appropriate systems, including our CRM, are keep up-to-date and accurate at all times.

Due to the nature of the position, we are looking for someone who has strong attention to detail alongside the ability to manage multiple tasks simultaneously.

Performing a pivotal role in our internal process's, excellent communication skills will be essential to working with our Internal Team to keep senior management updated and processes moving forward.

The Role

- Supporting our internal team with all related sales and internal administration activities including compiling, creating and checking, quotations and proposals, Job sheets, contracts and ensuring all required documents are correct and fully detailed and completed.
- Ensure our CRM is kept up to date with the relevant progress and client interaction alongside filing Client information correctly.
- Raise invoices and commission documents, checking both formatting and information accuracy (including serial numbers, company details, addresses and so forth).
- Assist with client onboarding, including credit checks, company structure research.
- Answer inbound calls and enquiries, directing to the relevant Account/ Department Managers and Sales Executives.
- Complete outbound calls to clients and request feedback & testimonials.
- Any other appropriate job duties in line with the associated skill and experience of the post holder.

Your Knowledge & Skills:

- Minimum of A-Levels, or equivalent, essential,
- Experience providing professional Administration or Sales Administration support is essential.
- Ability to communicate clearly in-person, over email, and on the telephone.
- Ability to pro-actively identify issues and blockages, working with the internal Team to investigate and resolve in a timely manner to avoid further problems down the line.
- Positive and engaging telephone manner; and
- Strong Microsoft Office skills with experience of using a CRM; knowledge of Sage 50 would be beneficial.

Personal Attributes

- Excellent written and oral communications skills.
- Ability to remain calm under pressure and meet deadlines.
- Strong organisational skills with a high attention to detail; proof-reading experience is highly advantageous.
- Ability to prioritise and handle multiple tasks at any given time in a fast-paced environment.
- Pro-active and enthusiastic with a can-do attitude.
- Good commercial acumen; and
- Ability to work on own initiative as well as being a team player.

What We Offer:

- **Innovative Environment:** Be part of a team that thrives on creativity and forward-thinking. At Spheretech, we encourage fresh ideas and empower you to bring your vision to life.
- **Career Growth:** We believe in developing our talent. Enjoy access to continuous training and career advancement opportunities.
- **Competitive Salary:** We offer a generous salary and benefits.
- **Holiday:** 24 days holiday per annum, plus bank holidays, increasing in service.
- **Pension Scheme:**
- **Company Events:**
- **On Site Parking:**

Education:

- A-Level or equivalent (required)

Licence/Certification:

- Driving Licence (preferred)

Work Location: In person

Towcester, Northamptonshire.

Experience

- Administration 5 Years

If you're excited about advancing your career and making a real difference, we want to hear from you! **Apply now** to join the Spheretech team and help us shape the future of HVAC solutions.

Apply now with your resume and a cover letter detailing your experience and what makes you the perfect fit for Spheretech.

At Spheretech, we are committed to diversity and inclusion. We encourage applications from all qualified candidates and look forward to welcoming you to our team.