

# Sales Support Administrator

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## Overall purpose

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The Sales Support Administrator will be committed to providing exceptional administration support. A motivated and enthusiastic self-starter with the ability to co-ordinate and prioritise tasks, the ideal candidate will be confident working in both a busy team environment and on their own initiative. Strong organisational and communication skills are imperative. The Sales Support Administrator will be positive, proactive and enthusiastic.

## Line manager

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Sales Manager

## Key accountabilities

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Responsibility	Objectives
Administration Support	<ul style="list-style-type: none"><li>• Enter and update lead and opportunity information in the database</li><li>• Supporting the sales team as required</li><li>• Manage business intelligence and business generated leads in a professional and timely manner</li><li>• Logging feedback from events</li></ul>
Sales Support	<ul style="list-style-type: none"><li>• Be fully aware of Valpak's service offering, identifying and sourcing leads and ensuring leads are handed over to the appropriate team/person</li><li>• Reporting monthly sales stats to the sales team</li></ul>
Quality Assurance	<ul style="list-style-type: none"><li>• Encourage and promote high standard of administration within the team and company</li><li>• Consider and implement process improvement where possible within the team</li></ul>

## Key areas

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- Ensure a high standard of accuracy is achieved for all member contact details
- Ensure administrative tasks are carried out in an accurate and timely manner
- Develop a good understanding of the wider Valpak services and how they fit into the business
- Ensure that a high level of customer service is delivered at all times
- Demonstrate excellent communication skills

# Sales Support Administrator

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## Required experience, skills

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- An outstanding eye for detail with a drive to provide exceptional administration support
- Customer focused with strong communication skills
- Customer focused with drive to provide the highest level of customer satisfaction
- Capability to multitask, prioritise and manage own workload
- Able to work well under pressure
- Able to pick up new skills and knowledge quickly and learn and develop in an ever changing company
- IT literate: Word, Excel and Access
- Educated to a minimum of A Level or equivalent

## Contact us

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For more information please call 03450 682 572 or email [careers@valpak.co.uk](mailto:careers@valpak.co.uk)