



Sales administrator

Job description

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Job description

The sales administrator works closely with our commercial manager who is responsible for all sales for The Inform Team. You will help with the admin around sales and learn about 'social selling' and customer management tools, which are essential in sales.

You'll be proactive, driven and ready to learn. We'll give you the training you need to deliver well in this role and give you important skills and knowledge for a future career in sales. You'll work closely with marketing and communications, to create and maximise leads and opportunities, and operations, to ensure sales orders are processed efficiently. You'll spend lots of time talking with colleagues, partners and clients so will develop your confidence and presentation skills – you should enjoy meeting new people.

Job type

Six-month, part-time fixed term employed role (with potential to extend)

Salary

National Minimum Wage and National Living Wage rates apply to this role

Hours

25 hours per week, flexible though agreed in advance with the commercial manager

Annual leave

11.5 days (including three days' festive break). This is a portion of the 25-day standard allowance for employees working 40-hours per week (including three days' festive break)

Location

Home-based, though we're looking for someone in or around York where the commercial manager is located (travel expenses will be paid)

Reporting to

Commercial manager

Responsibilities

We'll give you the training to develop your skills in different areas. Here's what you'll be responsible for – and we'll give you the confidence and training to deliver them well:

- Providing administration support to the commercial manager
- Monitoring and administering any applications for Microsoft funding
- Supporting bid responses as required
- Profiling target clients and contacts
- Using social media to identify sales opportunities
- Working with partners, suppliers and clients to get set-up on their finance and procurement systems
- Facilitating webinars, including:
 - Setting up webinars
 - Working with marketing and communications to publicise sessions
 - Liaising with webinar presenters in readiness
- Arranging and setting up meetings with partners, suppliers and clients as required
- Taking notes and progressing actions from partner, supplier and client meetings
- Entering new leads onto Microsoft Dynamics CRM and updating their status through the sales cycle
- Sending proposal and statements of work to clients for sign-off
- Raising tickets to get new client orders processed
- Ad-hoc duties as required

About you

We're looking for someone who has:

- An eagerness to learn
- A desire to make a career in sales
- Good technology skills (you may have used Microsoft Office before)
- Good all-round people, relationship and organisational skills
- Self-motivation and independence. This is a home-working position, you need to be happy in your own company and able to thrive in a virtual working environment
- A team working mentality
- A positive and enthusiastic outlook
- A proactive nature and the ability to act quickly
- Problem-solving skills
- The ability to prioritise and manage high volumes of workload
- Strong listening, writing, and speaking skills alongside exemplary attention to detail
- Natural conversational skills – you'll be articulate and confident

Employability skills

We will develop your skills in the following areas:

- General administration
- Communication
- Teamwork
- Meeting administration
- Data entry
- Prioritising
- Working virtually
- Customer service
- Workplace behaviour
- CV writing
- Interview preparation

You'll receive the following technology training:

- Microsoft 365 training including Microsoft Teams
- Microsoft Dynamics
- Microsoft Excel

What we offer

We think the most important thing we can offer you on this Kickstarter programme is a commitment to your learning and work experience.

On top of this, because we embrace the opportunities technology gives us, we have flexible working patterns to fit in with your travel, families, personal development and other activities. We think this helps our team be the fully rounded experts our clients need. Alongside generous pay, we try to create a learning and social environment. So while we have a working-from-anywhere set up, you will feel connected and supported.

On top of your salary and annual leave, we offer some excellent benefits:

- Contributory pension, helping you save for retirement.
- Ongoing opportunities to learn workplace skills and how to use technology at work
- Flexible working to fit in with your family, personal development, travel, and other activities – we have a couple of digital nomads working with us already.
- Free eye tests to help prevent screen strain.
- Monthly staff recognition rewards given to team members with exemplary performance or who receive praise from clients.
- We run different wellbeing initiatives to help you mentally and physically – we've had online yoga classes, sessions with nutritionists, parenting counsellors and psychologists and we'll keep trying to develop our support.
- From seasonal parties to online drinks at The Inform Arms, we try to keep connected through social activities to each other even though we work apart.

At the end of the six months, if you'd like to stay on with us and your performance matches what we need, we'll agree your permanent salary and hours and you'll also get these extra benefits:

- Private medical care with Vitality.
- Death in service to help your loved ones if the worst happens.