

SPACIOTEMPO UK – JOB DESCRIPTION

Job Title: Sales Administrator

Line Manager: Sales Director

Overview

Spaciotempo UK provides temporary buildings, canopies and retractable tunnels to the industrial, retail, education, and sports and leisure sectors. With over 50 years' experience, Spaciotempo is the only UK provider to manufacture, deliver and install our own temporary buildings.

With a headquarters based in Uttoxeter, Spaciotempo employs approximately 50 staff. The Sales team is key to our operation, with a team of Area Sales Managers (ASM) covering the whole of the UK and Ireland, supported by an internal sales support-team. The successful candidate will join a dynamic and highly motivated team, who pride themselves on working together to deliver excellence to all of Spaciotempo's valued customers.

Role

Continued business growth and expansion of the Sales Team has led to the creation of a dedicated, office-based, Sales Administration role. The purpose is to provide administrative support to all members of the internal and external sales team. This will be a key position that will enable the whole team to deliver an efficient, effective and customer focused sales service.

Key Skills and Responsibilities

Provide administrative support to all ASM's whilst they are out of the office. This support will include:

- Assist with updating of the CRM system, following the ASM site visits and customer call-backs
- Developing and amending sales proposals under ASM direction
- Assist with arranging appointments for ASMs to visit current and prospective customers
- Liaising with customers on billing and invoice contact details for completion of the yellow enquiry form before submission to the project coordinators
- Working with Sales Director on Gateway Checks to ensure the correct information flow between departments
- Help with the revision and amendment of drawings, proposals and supporting documentation.
- Assume the "first-line" of customer contact into the sales team, involving:
 - Answering telephone calls into the sales department and directing them accordingly
 - Logging telephone, email and website sales enquiries onto the CRM system as directed by the Sales Director
 - Provide support to the internal project coordinators when required, assisting with the administration of any planned maintenance inspections
 - Assist with the liaison between Sales and Operations to aid the flow of information and communication, with the aim of eliminating project errors
- Assist the Sales and Operations teams in the co-ordination of Handover Packs, by collating all necessary customer records such as purchase orders, confirmation of orders, insurance certs and handover records
- Assist the Tunnels sales in processing enquiries and orders, providing cover during team absence

Mandatory Competencies

- Confident, professional and flexible with excellent attention to detail
- A high level of practical working skills, with the ability to communicate coherently
- Self-motivated, possess excellent time management skills, an eye for detail and the ability to think on the spot to resolve issues as they occur
- IT Literate, including MS Office, PDF and use of a CRM package
- Ability to work under pressure and meet deadlines

This job description is not intended to be an exhaustive list of duties to be performed by the employee, and it may be altered as required to reflect the business needs of the company