



For Complete Security

Sales Administrator

Donington, Lincolnshire, PE11 4TA

Hours of Work: 40 hours – Mon to Fri – 8am to 5pm

Salary: DOE

Main Job Purpose:

To assist & support the sales team with production of technical quotations and sales literature, preparation of all sales orders, follow ups and handover and takeover packs along with the rest of the team.

Essential Requirements:

- Previous experience in a similar role
- Proven strong technical administration skills
- Attention to detail.
- An excellent listener with the ability to translate customer requests back to the Sales Team.
- Friendly, positive, good telephone manner.
- Flexible, intelligent & engaged.
- Fully IT literate, particularly Microsoft Word, Excel and Outlook Calendar.
- Audio Typing

Desirable Requirements:

- Knowledge of security solutions.
- Knowledge of security industry.
- Experience of Microsoft Dynamics CRM.
- Experience with CAD

Role accountabilities:

- Prepare quotations for the Sales Team, working in conjunction with CAD operator.
- Send out quotations to customer by email and post and keep track of these via the CRM system.
- Contact customers to make sure they have received quotations and provide regular follow-ups.
- Processing of quote acceptances from customers.
- Produce Sales Installation, Handover and Takeover Packs along with the rest of the team.
- Process Purchase Orders when received.
- Assist with after-sales follow up calls.
- Keep CRM system up to date with all information relating to quote / project.
- Assist with monthly reports and KPI's.
- Such other duties as reasonable and appropriate for proper fulfilment of the role.
- Observe all safety rules and procedures, ensuring that the work area, equipment, and materials are left in a safe state; and that reasonable care is taken for the health and safety of all fellow employees and any other persons within the work area.
- Work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- Carry out and comply with all company policies, procedures and instructions and any other reasonable duties deemed necessary by the company.

If you would like to apply for any of these roles, please send a CV and covering letter to hr@gbstp.com or call 01775 821921