

Sales Administrator

SL-Complete Limited

Harrow HA1

£26,500 - £35,000 a year – Full-time, Permanent

SL-Complete Limited is a UK based Technology Sales Company – we really are a Powerhouse organisation – achieving phenomenal growth year on year since we formed in 2011.

We have big growth plans for the next 5 years to take advantage of our successes from client growth and retention, our core team and inhouse infrastructure and our ambitious growth plans and standing in the marketplace.

We provide IT Hardware and Software products and solutions for corporate clients and have achieved accreditations and strong long-term relationships with brands HP, Lenovo, Dell, Apple, Microsoft to name a few.

We are currently looking for a **Sales Administrator** to join our team in the UK. This is a permanent full-time role, offering the potential of long-term career growth and stability, based in our office in Harrow HA1 within minutes' walk of Harrow on the Hill Tube and Bus station.

The role of Sales Administrator is to provide support to the management of the company with accurate input of supplier invoices to our systems, managing purchasing process and deliveries and communicating effectively with the sales team, suppliers and management.

The position of Sales Administrator involves the fundamental support of all operational activities involved in the management and support of the office. This role plays an important part in our company. It involves handling the administrative tasks to make sure the sales team is running smoothly, and it will include planning and organisation throughout the company activities.

In line with this the correct person will no doubt progress in the company and be offered career growth opportunities in line with the company growth.

The role is also responsible for managing the order process and ensuring all relevant teams and departments are aligned and orders are processed, and deliveries monitored in a timely fashion.

Your key responsibilities as Sales Support Administrator will include:

- Input of Supplier Invoices to our CRM System accurately making sure they match the PO.
- Raising any discrepancies quickly and reaching a solution in conjunction with the sales team
- Ensuring all systems are kept up to date
- Management of diaries for sales and management team
- Sales administration support in getting pricing and availability
- Playing a key supporting role in the Sales cycle, from preparation to deal completion – qualification, quoting, negotiating, cost savings, order processing and general account management duties
- Developing and maintaining strong relationships between our Distribution and Vendor partners
- Proactively and regularly working with Sales to discuss forecasting, next actions within the Sales cycle and specific needs in connection with live opportunities
- Working with External Sales and clients to ensure the successful completion of orders
- Managing the order process, quote generation, and weekly forecasts using our CRM tools
- Assisting with Customer problem resolution

You must have the following skills and experience in order to join us as Sales Administrator:

- You must have solid administration, sales support or office support experience with a keen eye for detail
- You must be organised and have excellent communication skills, both written and verbal
- You will be proficient with computers and the full MS Office suite

- You will ideally have experience with CRM Systems.

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

SL-Complete Limited are an equal employment opportunity/affirmative action employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor.

By joining one of the industry leading IT Value Added Reseller companies as a Sales Administrator, you will be offered the following:

- An opportunity to join a forward-thinking company and a role that allows for a deep understanding of the industry
- Discounted or free food
- Competitive salary
- Generous holiday allowance
- A free annual eye test
- Wellness programmes
- Company events several times per year

We are looking for someone special to join something special.

Job Types: Full-time, Permanent contract

Salary: £25,000.00-£35,000.00 per year

Schedule: Monday to Friday

Ability to commute/relocate: London, HA1 1LQ: reliably commute or plan to relocate before starting work (required)

Work authorisation: United Kingdom (required)

Apply via: Please send a copy of your CV along with a covering letter to:
HR@SL-Complete.com