

Sales Support Administrator

JOB SPECIFICATION

Employer	Data Locator Group Ltd	Reports to	Head of Direct
Hours	Mon to Fri 9am - 5:30pm (Full Time)	Salary	Competitive
Location	64 Clarendon Road, Watford, Hertfordshire, WD17 1DA.		

Job Purpose

To provide administration support to the Direct Sales Team to ensure smooth and efficient running of the department and client accounts.

Key Responsibilities:

- Day to day contact with customers in regards to orders, deliveries and general queries
- Acting as point of contact for clients when team members are out of the office
- Raising and processing orders, tracking them through the entire process to ensure delivery within agreed timeframes
- Running data counts on the in house system, Faststats
- Liaising with the Accounts team to resolve invoice queries and deal with credit limit requests
- Liaising between the client and the Production team when receiving files from clients
- Liaising between Compliance team and suppliers on due diligence and compliance matters
- Overseeing email campaigns
- Processing and managing the expenses for the sales team
- Dealing with consumer suppression requests
- Booking travel and corporate hospitality for the sales team
- Providing administration support for purchasing requests
- Running ad hoc reports on clients orders to help with the planning for each client
- Adding prospects to the CRM system
- Additional administration tasks as required
- Cover the workload of the other Administrator when absent

Key Skills and Experience:

Essential:

- Proven sales administration experience
- Excellent organisation skills
- Able to prioritise workload and work to deadlines
- Proficient in Microsoft Office
- Strong communication (verbal and written)
- Excellent interpersonal skills
- Good attention to detail
- Excellent telephone manner
- Good team player

Desirable:

- Proven administration experience within a fast paced, commercial environment
- A interest in working in a sales environment

How to apply

Email your **CV** to:

HR Manager at recruitment@dlg.co.uk