

JOB PROFILE

Job Title: Sales Support Administrator (Business Team)	
Report To: Head of B2B	Date: 07/01/19
Location: Unit 2, Edward VII Quay, Navigation Way, Preston, PR2 2YF	
Salary: Negotiable based on experience	
Job Purpose Reporting to the B2B Sales Manager, the Sales Support Administrator will need to hit the ground running. You will be predominantly supporting a fast paced sales environment where time is of the essence. The role will involve but will not be limited to : <ul style="list-style-type: none">• Process contracts• Liaising with Energy Brokers and other 3rd parties• Daily sales reports• Diary Management• Manage broker and internal sales agent commissions• Internal Sales Agent support• General office duties• Achieve high KPI's• Manage Business Quotes and TPI mailboxes• Generate quotes for potential customers• Complete credit checks• Matrix distribution• Manage sales complaints• Provide cover for the operational teams• Verification and quality calls to customers• Quality check verbal agreements• Other duties as and when required	

Key Accountabilities

- Ensure acquisitions are processed quickly and efficiently
- Ensure SLAs are met
- Work to tight deadlines
- Working with third party intermediates to ensure sale compliance
- Continuously looking for opportunities to improve processes, systems and procedures
- Working closely with commercial pricing and sales teams
- Ability to work to targets

Skills/Knowledge/Experience

- Ability to multi task
- Strong negotiation and persuading skills
- Assertive
- Able to use own initiative
- Ability to work and remain calm under pressure
- Excellent communication skills
- Problem solver
- Focused and driven
- Self-motivated
- Strong knowledge of Microsoft Office
- Ability to manage own workload
- Excellent attention to detail

Benefits

- Job Type: Permanent/full time
- Excellent working environment
- Great career opportunities