

JOB DESCRIPTION

JOB TITLE Sales Assistant to Account directors

REPORTS TO Managing Director

MAIN RESPONSIBILITIES

- Provide PA and Sales Support to the Account director
- Assist the Managing Director for routine and some ad-hoc tasks

SPECIFIC DUTIES

Provide support to the Account directors by undertaking database entry, diary management, travel and paperwork preparation which includes raising of orders, contracts, job sheets and preparation of costing forms.

Obtaining quotes from suppliers and appropriate follow up.

Monitoring e-mail, replying directly to customers as appropriate on the Account director's behalf.

Making follow up phone calls in relation to sales.

Preparation of follow up letters and emails.

Assisting with sales campaigns and making sales calls as directed by the Account directors.

Manage lease applications.

Maintain a record on the company's database of all Account director 'Greens' (exception authorisations) raised. Monitor and expedite their progress through the authorisation route.

Ensure that sales figures (whiteboards) are updated on a daily basis. Take responsibility for the closure of the whiteboards each month so that figures can be used for financial reporting and commission calculations.

Ensure that Account director records on the company database are kept up to date in relation to sales administration activities.

Field and take MD's phone calls, along with diary management as requested.

At the request of the MD participate as a stakeholder in project teams, or undertake projects relating to sales administration processes or procedures.

Undertake any other similar tasks as requested in support of the MD.