

## Job description

<b>Job title:</b>	<b>Sales Administration Assistant</b>	<b>Department:</b>	<b>Sales</b>
<b>Location:</b>	<b>London</b>	<b>Type:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Sales Manager - Europe &amp; Key Accounts Programme</b>		

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We are seeking a Sales Administration Assistant to join Colebrook Bosson Saunders International (CBS) a market leading manufacturer of Ergonomic technology support products & services. Working within the European Sales team you will provide support to the Account Management team and their customers assisting in the development of successful relationships that enable long-term growth.

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### Overview

The successful candidate will be an ambitious, energetic and self-motivated individual who can demonstrate a clear emphasis on providing support to our high standard of service. The candidate will assist with general project follow-up and progress chasing when necessary. This position offers an ideal opportunity for progression into sales Account Management.

### Specific duties to include (but not limited to):

- Liaise with the Sales team and relevant departments; including Marketing, Design, Sales Support & Finance.
  - Qualify leads.
  - Prepare client information packs and distribute.
  - Respond to requests for samples & literature.
  - Receive samples and notify Sales team.
  - Assist in the preparation of presentation materials; including raising quotations and tender response documents.
  - Liaise with the Sales Support team on mock-up requests; including product placement within client showrooms.
  - Respond to client complaints/problem solving.
  - Progress chase and provide follow-up on project pipeline for Sales team.
  - Assist Sales Manager/Director with collating, updating pipeline.
  - Meet and greet adhoc visitors to the showroom and present product range.
  - Assist Sales teams with client showroom meetings.
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### Competencies:

- Previous sales experience ideal, but not essential.
- Able to work in a team.
- Demonstrate understanding to the key principles of sales process.
- Effective communication skills, verbal and written.

- Organised & methodical with ability to multitask and prioritise effectively & efficiently.
  - Analytical and solutions oriented.
  - IT literate with good knowledge of Microsoft Office, and CRM systems.
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**Characteristics:**

- Demonstrate a positive “Can do” attitude and approach.
  - Aspirational self-starter with eagerness to succeed.
  - Professional appearance & attitude to work.
  - Reliable & punctual.
  - Confident and able to communicate clearly.
  - Enthusiastic & keen learner.
  - Commercially aware and a keen interest in the wider business.
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**Company Requirements**

Health & Safety; ensure that safe working practices are followed. Attend safety briefings, as requested. Take responsibility for your own and your co-workers safety in accordance with The Health & Safety at Work Act 1974, and The Management of Health and Safety at Work Regulation 1999

Compliance; ensure compliance with business systems, processes, certification schemes, regulations and legislation relevant to the scope of your role. Support internal quality controls and audits to demonstrate compliance.

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**Postholder**

Signed:

Name:

Date:

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**Manager**

Signed:

Name:

Date:

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