**ROLE PROFILE**

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| **Function** | **Sales and Marketing** | |
| **Job Title** | **Sales Administrator** | |
| **Grade** | **C2** |  |
| **Reporting Lines** | **Reports to** | **Sales and Marketing Director** |
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|  | **Direct Reports** | **N/A** |

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| **Aim of the role**  To provide administrative support to the Sales team.  **Responsibilities and Duties**   * Support Sales Managers and sales department in providing a fully; customer focussed sales and procurement function; * Deal with sales and purchase invoice queries; * Carry out data check on entered sales extras/upgrades; * Support Accounts and Finance Team; * Additional suitable duties as required.   **Knowledge Skills and Experience**   * Experience in a sales and/or administration role. |

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| **Our Behaviours - Contributor** | |
| Trust and Integrity | * Maintains confidentiality * Acts in a way that builds trust and confidence * Treats everybody with dignity and respect |
| Enable and Support | * Develops positive working relationships with colleagues * Respects the views and opinions of others * Takes pride in the work they deliver as a team |
| Inspirational and Motivational | * Self-motivated * Has a positive impact on others * Solution focussed * Strives for continuous improvement |
| Self-aware and resilient | * Practices self-reflection * Reflects on own strengths and areas of development; seeks to make positive changes * Awareness of personal limits and sets boundaries * Understands the impact of their behaviour on others and seeks to have a positive impact |
| Purposeful and Decisive | * Considers the bigger picture * Knows when to say no and when to escalate * Committed to delivering objectives * Prioritises workload |

