**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
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| 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
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| Inspirational and Motivational | * Self-motivated
* Has a positive impact on others
* Solution focussed
* Strives for continuous improvement
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| 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
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| Purposeful and Decisive | * Considers the bigger picture
* Knows when to say no and when to escalate
* Committed to delivering objectives
* Prioritises workload
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