



Example of Administrator, Sales Job Description

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Our company is growing rapidly and is looking for an administrator, sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administrator, sales

- Reporting and insights analysts to derive key business metrics
- Maintaining all quote information in specified quote files
- Ensure that all administration work related to Sales Department (priority) is handled with efficiency, accuracy, in a timely manner and meet all dealings without excuse
- In the absence of the Sales Manager, ensure all incoming correspondence and telephone enquiries are handled with efficiency
- To assist in preparation of S&M in-house and corporate events
- Administrate all returns from customers
- Maintain the Sales Forecast
- Assist the sales team through the whole sales process
- Ensure all paperwork is completed to company guidelines
- Assisting with the weekly reporting/stats

Qualifications for administrator, sales

- Strong command of German and English, both written and spoken
- Interest in rail industry would be a bonus
- Active English, spoken & written
- Ensure that all information is collated accordingly to complete successful scheduled handover
- Complete all paperwork for consignments, taking the appropriate action as appropriate and ensuring the relevant staff members are regularly kept up to

