



Job Specification

Job Title:	Sales Administrator	Job Category:	Sales and Marketing
Department/Group:	Sales	Job Code Ref:	VLSA281010
Location:	Hayes	Travel Required:	No
Level/Salary Range:	£14K Per Annum	Position Type:	Full Time
HR Contact:	Srini	Date posted:	26 th October 2010
Will Train Applicant(s):	Yes	Posting Expires:	16 th July 2010
External posting URL:	www.voicetecuk.com		
Internal posting URL:			
Applications Accepted By:			
Post: Mr. S.Srinivasan 790 Uxbridge Road Hayes, Middlesex UB4 0RS REF: VLSA281010		Email: vacancy@voicetecuk.com Attention: Srini: Ref: VLSA281010	
Job Description			
Job Purpose: The Sales Support Administrator will be responsible in carrying out essential functions in support of the sales team in many different areas, including Sales, Marketing, Finance, and Administration. The successful candidate must be able to undertake administrative functions whilst providing support and back up to other members of the team. This is a fantastic opportunity for an articulate individual person with a keen interest to develop a career within the telecoms sector. VoiceTec specialize in providing a suite of telecommunication services and solutions.			
Duties: <ul style="list-style-type: none"> • Maintaining client files and ensuring contact details are regularly updated. • Assisting Account Managers in ensuring the client requirements are fulfilled and expectations are met. • Arranging meetings for Account Managers with potential and existing customers. • Gathering market and customer information to help the sales team to generate market intelligence aiding in the development of any future products. • Liaising with suppliers to check the progress of existing orders. • Providing first class customer service to clients and ensuring any requests are executed to the highest standard. • Acting as a first point of contact for all Account Managers • Working with each account manager to ensure every project follows the time frames stipulated by the client and VoiceTec • Provide full time admin support to the sales team also various other departments within VoiceTec 			



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Skills/Qualifications:

- Excellent verbal and communication skills
- Excellent time management skills
- Self starter and should be able to work independently or as part of a team
- Good IT knowledge in various Microsoft Office Packages
- Well organized with a keen eye for detail

Date:	Thursday 28 th October 2010
Posted By:	Srinandhan Srinivasan
Closing Date:	Friday 26 th November 2010