**Project & Sales Support Administrator**

Ben Whistler seek to appoint a Project & Sales Support Administrator to join a design-led manufacturer who provide bespoke furniture solutions within the high end residential and hospitality fields. Due to continued and sustained growth we are looking to for a candidate that has a flair for time management and excellent organisational skills, to join our talented team. Ben Whistler provide a great working environment and the opportunity for career advancement.

**We are looking for a Support Administrator to assist with project and sales activities, ranging from simple tasks to high level communication with clients. You will support both Project & Sales departments to help manage schedules, support with quotations and relevant client communications to all team members as well as across departments.**

On a day-to-day basis, the key responsibilities will typically involve maintaining project & sales documentation, such as estimates, quotes and general enquires; managing new enquiries; communicating general progress to team members and other stakeholders; and assisting with the flow of project & sales information between BW and Client.

**Project & Sales Support Administrator responsibilities:**

* Assisting and supporting the Projects & Sales Team members
* Work alongside KAMs to obtain required details for quotations (i.e. frame price, fabric qty’s, staining/ design and upholstery hours)
* Reviewing daily general enquiries via Inf Mailbox and Call queries, directing to relevant contacts where necessary
* Updating daily deposits and balances received and allocating payment to relevant orders
* Controlling stock levels/ labelling of standard client samples (i.e. wood, metal)
* Cross Checking Client PO’s against BW Invoicing and ensuring all aspects of projects from Sampling requests, COM allocation and client expectations are clearly outlined
* Document Control of client project packs
* Assist in building up details for BW Product Archive
* General office duties including but not limited to ordering of office supplies and handling of post

**Project & Sales Support Administrator Requirements:**

* Proficiency in Microsoft Suite
* Extremely organized and focused
* Excellent communication skills both oral and written
* Propensity for multi-tasking
* Deadline driven and willingness to develop operational processes