**Sales Administrator**

*The position is based at the head office in Battersea, Monday to Friday 9am – 5.30pm*

**Candidate Profile**

A sales administrator with experience in the textile industry or interior design that is highly organised, personable and charismatic with clients. Must have a high level of customer service and excellent communication across all platforms. Prompt response to clients is crucial, the ability to multitask and understand all client requirements is essential, as well as being detail oriented and meticulous with information, as this is an extremely busy role with much responsibility. Must be dedicated to working efficiently in a small team environment, show initiative be detail oriented and communicate clearly at all times.

**Key Tasks**

* To develop and maintain strong working relationships with existing and new clients over email and phone.
* To convert leads into sales, always looking to create repeat business for the company.
* To recognise sales opportunities within every client enquiry.
* To process purchase orders in a timely and professional manner with particular attention to detail.
* Be dedicated to your customer service follow up, ensure all sample requests and proformas are chased and moving forward.
* Liaise clearly with the warehouse and mill on stock availability, dispatch and tracking of orders, through to completion for client delivery.
* Inform and share sales information with the team on large projects.
* Be a team player, to help with anything that may be asked of in the office environment.
* Offer ideas, strategies and research for ongoing sales growth.

**Key Attributes Required**

* Excellent communication skills via phone and email.
* Proactive in your approach to gaining new sales and converting sales leads.
* Self-Motivated and practical with your approach at all times.
* Confident in your approach to all situations that may come your way.
* Strong negotiating and problem-solving skills.
* IT Literate.
* Basic knowledge of Sage is beneficial.

To be considered for this opportunity, please email a cover letter and CV to; recruitment@chase-erwin.com