
We are looking for a self-driven and highly motivated *Sales Operations Administrator* to join our Sales Operations Team as part of the Assisted Living & Health Care BU.

As a *Sales Operations Administrator*, you will take responsibility to assist the Sales Operations Manager with sales orientated tasks which would benefit both customers and field sales professionals.

The Sales Operations Administrator will work alongside the Internal Sales team, as well as coordinating customers returns back to manufacturing, and liaising with Customer Service, Order Planning, and Repairs teams.

You will be working in an environment geared towards performance with an open corporate culture that values the contribution of every individual. We can also offer you an exciting, fast-paced working environment and a culture of teamwork. Our Sales Operations team is a fundamental part of the business. Therefore, you will play a vital role in our success, where you will work closely alongside sales, production and front office departments amongst others.

Key Responsibilities:

- Support the Sales Operations Manager
- Support the Internal Sales Team Leader
- Provide Admin Support for the field sales personnel
- Respond to customer enquires
- Actively monitor and action sales related mail inboxes including proforma invoices
- Register & Coordinate Maintenance Renewals – Aid Call & Tynetec
- Lead on the completion and processing of new supplier forms
- Support the Team Leader with PQQ & Tender applications
- Coordinate opening of new customer accounts
- Order intake document preparation
- Maintain and record market and customer information within CRM system
- Produce weekly and monthly admin reports to the Sales Operations Manager as and when required
- Abide by the Legrand Core Values and Code of Ethics and strive to meet and exceed the Group's Corporate Social Responsibility (CSR) commitments.

Job Competencies/Key Skills:

- Driven and focused to work on own initiative
- Minimum of one-year internal sales office role
- Must have a strong Customer service ethic
- Demonstrate a high level of customer service
- Be able to communicate effectively with both written and oral methods such as emails, phone calls etc
- Be flexible to both business and industry changes
- Well organised and able to prioritise and multitask
- Self-motivated and capable of dealing with fast moving and varied events which are demanding.
- Excellent time management and project management skills.
- Well-developed communication and interpersonal skills and able to deal with people at all levels both in and outside the business.
- The confidence and presentation skills to advise all staff and senior management on operational issues.
- Computer literate with the ability to use Microsoft Office suite of applications, Word and intermediate Excel skills, specifically, spreadsheet capability.
- Able to exert discretion.
- Able to analyse complex situations and give balanced well considered decisions.

Conditions:

- Reporting to: Lisa Daughtrey – Sales Operations Manager
- Hours: Monday to Friday, 09:00Hrs – 17:00Hrs
- Base Location: Blyth WorkSpace NE24
- Other work locations: Birmingham/Stockport
- Type of role: permanent – subject to 6 months probationary period
- Salary: discuss during interview

Applications by CV and covering letter to:

Lisa Daughtrey – Sales Operations Manager Lisa.Daughtrey@legrand.co.uk

Closing Date: Wednesday 7 October 2020

Legrand UK is committed to Equal Opportunities and Diversity