**Internal Sales Administrator**

We have an exciting opportunity based at our factory in Eastleigh for an enthusiastic and business orientated Sales Administrator who is keen to join a long established and in-growth business with genuine opportunities for progression.

The Sales Administrator will be involved in all aspects of the day to day lifecycle of the office and will primarily support the Sales team in their role. This will involve dealing with incoming sales enquiries from customers, providing quotations, using technology available to follow up on quotations, and looking for new sales opportunities.

The office environment is fast paced and as we work in the Event Industry it can sometimes be hectic and therefore a strong personality with excellent organisational skills is preferred.

As Sales Administrator the role will be varied but the main tasks you will be required to carry out are listed below:-

**Responsibilities**

Answering incoming sales enquiries

Providing verbal and written quotations

Following up in a timely fashion the quotations provided

Become an integral part of the Covers & Linings office team assisting in all areas where necessary whilst be able to work under own initiative when the need arises

Spotting sales opportunities when they arise and being confident enough to upsell wherever possible

Targeted calls to existing data base when required

Ensuring that invoices/credit notes are raised in keeping with customer terms

Following the administrative duties expected of a Sales Administrator

**The successful candidate should ideally possess:-**

Experience in sales although not essential

Have a good command of the English language both verbally and written

Computer literacy and have the ability to pick up and operate our existing in house software

If you are interested in the role and meet the requirements above we are keen to hear from you.

Please email your application together with an up to date CV to sales@eventinteriors.com