



## Sales Administrator

North Yorkshire

£-Attractive

A fantastic opportunity has arisen for a Sales Administrator to join a dynamic, growing company which leads, inspires and educates to positively impact the environment and society. Working for a well-established environmental consultancy and as an integral member of the sales and marketing team, the successful candidate will be responsible for delivering a high level of sales admin support in order to achieve ongoing organisational growth. Some of the responsibilities will include but not limited to; Admin tasks relating to new member, customer and supplier on-boarding; Complete credit applications approval process; Identify sales opportunities with existing members; Create networking and event plans for the sales team; Updating salesforce, getting addresses and contacts for prospect companies, updating lead status, keeping the pipeline of opportunities updated and flagging dormant/lapsed opportunities; Researching new business opportunities, adding to Salesforce and qualifying; Support the sales team with creating conversations, reply to questions and manage leads via online chat; Support the sales team with any leads in line with the company growth targets; Industry segmentation for prospects; Chase open sales opportunities; Creating sales/promotional packs for meetings; Chasing survey responses and data as required; Setting and confirming appointments/calls for the sales team; Mail merge co-ordination. In order to be considered for this role you will be confident and outgoing, comfortable and effective at all methods of communication. You will be proficient with Microsoft Office and a highly organised, conscientious approach. You will have the ability to prioritise, multi-task and manage time effectively in order to succeed in a fast paced environment. You will work well in a team with a 'muck in' approach and positive, enthusiastic approach being flexible and highly resilient. You will be passionate about having input into a growing business going through a period of transformational change with a strong desire to work for a business for good. You must have a strong work ethic with a determination to succeed.

For full details, please email a copy of your CV to [Rebecca@candovergreen.com](mailto:Rebecca@candovergreen.com) quoting job ref: RB2592

