

POWER SAVING SOLUTIONS

HOME OF THE HUSSH POD

Job Title: Sales Administrator

Location: Meden Vale

Job Type: [Full-Time/Part-Time]

We are seeking a detail-oriented, organised, and highly motivated Sales Administrator to join our team. As a Sales Administrator, you will support the sales team and assist with daily operations to ensure efficient and smooth sales processes. This is an excellent opportunity for individuals with strong administrative skills, a passion for customer service, and a desire to work in a fast-paced sales environment. Ideally, candidates will have experience in a plant or manufacturing environment and be comfortable making outbound calls to clients and prospects.

Key Responsibilities:

Sales Support: Assist the sales team with managing customer orders, enquiries, and sales documentation.

Customer Communication: Act as the main point of contact for customer inquiries, providing information on products, pricing, and order status. Make outbound calls to follow up with existing clients and potential leads.

Data Management: Maintain and update customer and sales data in CRM systems or databases, ensuring accuracy and completeness.

Sales Reporting: Assist in the preparation of sales reports, track performance metrics, and provide insights for team improvement.

Documentation: Prepare sales contracts, quotes, and invoices, ensuring all documents comply with company policies and industry standards.

Process Improvement: Identify opportunities for streamlining sales processes and improve workflow efficiency.

Administrative Support: Provide general administrative assistance to the sales team, including scheduling meetings, handling correspondence, and managing office supplies.

Requirements:

Proven experience as a Sales Administrator, Sales Assistant, or in a similar administrative role.

Proficiency in CRM software (e.g., Salesforce) is required to manage customer relationships and sales data efficiently.

Ideally, experience in a plant or manufacturing environment is preferred to understand the specific needs and processes of this industry.

Excellent organisational skills with the ability to manage multiple tasks simultaneously.

Strong written and verbal communication skills.

Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

Ability to work collaboratively in a team-oriented environment.

Strong attention to detail and problem-solving abilities.

Ability to handle confidential information with discretion.

A proactive attitude and ability to adapt to changing priorities.

What We Offer:

Competitive salary and benefits package.

Opportunities for career development and progression.

A collaborative and dynamic team environment.

Flexible working hours

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