



JOB DESCRIPTION

Job Title: **Sales Support Co-Ordinator**
Reports to: **Sales Director**
Date: **October 2014**

Purpose of the role:

To prepare quotations, co-ordinate and process all new sales orders that come into the business, whilst supporting the SD with all sales administration related duties.

Behavioural skills:

- Must enjoy and be able to work independently and on own initiative
- Excellent attention to detail
- Flexible, and committed
- Good work ethic
- Planning and organisational ability
- Excellent communications skills at all levels verbally and written
- Time management / personal effectiveness

Technical Skills / Job skills:

- Good all round IT skills – Microsoft Office
- Brightpearl experience advantageous
- Administration experience
- Commercially minded
- Excellent telephone manner

In addition:

- Any other functions or task that may be required or assigned from time to time, within span of knowledge and capability
- Take reasonable care of own H&S and that of others, complying with the H&S policy of the company at all times

About the company

TSI Workspace has been planning, specifying, supplying and installing office furniture for 14 years and was originally formed in 1996.

Owned and managed by the Scott Family we are a small business, based in the heart of Chichester that is dedicated to working with products that we would be happy sitting at or on whilst providing an unprecedented level of service to our customers.

With a passion for the fantastic products and Customers that we work with TSI Workspace are committed to provide the Customer with a product selection that suits their own needs and requirements. This is coupled with attention to detail and dedicated Project Management during the Installation period.

About the role

Working closely with the SD, you will take responsibility for the following key sales administration tasks:

- First port of call for all enquiries in the SD's absence
- Process orders received by web, phone, email or online via Amazon
- Enter order details onto Brightpearl system
- Compile quotations for customers
- Raise invoices for completed orders
- Arrange installations of furniture via external installation company
- Email statements to customers
- Provide customers with product information via telephone and email
- Scan incoming paperwork into Dropbox
- Updating ecommerce websites with new products
- Provide support to the SD as required

Normal working hours: Monday – Friday 9:00am – 5:30pm
Salary: £16,000 - £18,000 per annum + profit related bonus