

WiFi SPARK Sales Administrator Job Specification

Competitive Salary + Bonus (dependent upon personal and company performance)

You will be office based at WiFi SPARK's HQ and be the sales force interface with all departments.

Reporting to the Internal Sales Manager.

Your specific duties will include:

- Responding to all incoming sales calls
- Promote the company in a professional manner
- Qualifying prospects
- Maintaining the CRM system
- Feeding qualified leads to sales team
- Producing proposals for the sales team
- Producing quotes and progressing them
- Sales process management
- Schedule meetings
- Hand off closed opportunities to the project managers
- Produce reports as directed
- Assist Marketing as required
- General office admin duties

You will be supporting a busy sales team so expect a full and varied day. You will need to multi task, be self-motivating and have a high degree of stamina and drive. Excellent communication, computer and presentation skills are a must, to include a good understanding of Excel, Word, Adobe, CRM and have strong attention to detail and accuracy.

To apply, please send your CV to julie@wifispark.com