



Vacancy – August 2024

Job Title: Sales Administrator

Location: Office Based, Welshpool, Wales.

Salary: £23.5k depending on experience, plus sales team bonus.

Company Description

A very exciting time to join the sales team at Technocover Ltd. Technocover, has been a leader in designing, manufacturing, and installing innovative steel access solutions since 1993. Specialising in Total Service Solutions for Physical Protection of Assets within Critical National Infrastructure sectors, we offer a wide range of high-quality certified security products. Technocover's security products are trusted by clients in the UK and overseas, including Water Companies, Energy Providers, Transport and Rail, Data and Telecoms and Military and Government Establishments.

Role Description

This is a full-time role as a Sales Administrator at Technocover Ltd in Welshpool. The Sales Administrator will be responsible for enquiry processing, customer service, order processing, sales support, and providing administrative assistance to the sales team.

Preferred Skills / Attributes

- Excellent communication skills (written and verbal).
- Able to work well individually and in a team environment.
- Administrative assistance skills.
- Strong organisational and time-management skills
- Relationship builder.
- Excellent attention to detail and accuracy
- Customer service orientated.
- Keen to progress a career in sales. The role offers a great platform for promotion.
- Proficiency in CRM software and MS Office
- Can do attitude and proactive approach.

Key responsibilities:

- Provide departmental administrative support.
- Ensure sales enquiries are received and actioned in accordance with Company procedures.
- Ensure sales orders are checked and processed in accordance with Company procedures.
- Engage with external clients when required.
- Data analysis.
- Updating and creating reports.
- Regularly update CRM system.

What We Offer:

- Competitive salary and team-based bonus.
- Opportunities for career development.
- A team environment that fosters support and collaboration.
- The opportunity to join an innovative company leading the way in physical access security.

How to Apply:

If you're eager to elevate your career and make a meaningful impact within a growing company, we want to hear from you! Submit your CV along with a brief cover letter detailing your experience and why you're the ideal candidate for this role.

Please email jamie.grabham@technocover.co.uk

Be a part of our journey as we grow and help define the future of physical access security!

TECHNOCOVER • HENFAES LANE • WELSHPOOL • POWYS • SY21 7BE

 01938 55511 •  Technocover.co.uk