



Vacancy – August 2024

Job Title: Sales Administrator / Trainee Estimator

Location: Office Based, Welshpool, Wales.

Salary: £25k 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

An exciting full-time role which is a hybrid of sales administrator and estimator, providing the successful candidate with a great platform for career progression. The role involves enquiry processing, customer service, order processing, sales support, administrative assistance, and communication with clients. This position requires on-site presence at the Welshpool location.

Preferred Skills / Experience

- Excellent communication skills (written and verbal).
- Comfortable speaking to existing and prospective customers.
- Able to work well individually and in a team environment.
- Administrative assistance experience.
- Strong organisational and time-management skills
- Able to multi-task.
- Relationship builder.
- Excellent attention to detail and accuracy
- Customer service orientated.
- Keen to progress a career in sales.
- Proficiency in CRM software and MS Office
- Can do attitude and proactive approach.
- Knowledge of sales processes and customer relationship management.
- Knowledge of security or infrastructure sectors is a plus.

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.
- Assist in the preparation of client and internal quotations.
- Assist in the preparation of Company and client statistics to include (but not solely) client reports and KPI's.

- Liaise with other members of the sales team and different departments within the organisation to build product knowledge and understanding of internal processes.
- Follow up, progress to order to place status and administer sales enquiries and quotations in line with company policy and procedures.

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!

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