

Powercor Ltd

Sales Administrator

25 - 40 hours per week

This is an exciting opportunity to join our well-established, innovative Company during a period of growth and expansion.

Powercor has been trading for over 25 years and we pride ourselves as leading specialists in energy-saving technologies. We have a close partnership with Signify, owner of the Philips Lighting Brand, as a Certified System Integrator – Platinum Partner, and are involved in the launch of their new lighting innovations and prestigious projects, with a large growing client basis.

Due to growth, we are now recruiting for a Sales Administrator. The position will be based at our Offices in Brooklands, Weybridge, Surrey, working within our small, fun & friendly Sales Team. The working environment is hard-working, methodical, and driven and these values are reflected within our team.

The role can be part time from 25 hours per week, up to full time, between the hours of 8am-5pm Monday to Friday

We are committed to training & developing our team's skills so full training will be given in our systems and administrative processes to enable you to fulfil this role.

Formal training courses/qualifications can be included within this role in administration & customer service, and as such we welcome applicants seeking their first office job or a change in career.

The role will include, but is not limited to

- Answering incoming calls
- Arranging appointments with clients for the Sales Team.
- Attending weekly sales meetings.
- Managing the Sales email inbox
- Customer Liaison
- Assisting the Sales Team with paperwork/quotations
- Sending out marketing literature/brochures – by post/email.
- Reposting of Powercor Marketing LinkedIn content
- Updating Leads & Quotes on the CRM System
- Following up on quotations issued to clients



The individual will need to be/have

- Good attention to detail
- Strong verbal and written communication
- Ability to work in a group and ability to use their own initiative
- Strong organisational skills with ability to prioritise tasks
- Positive attitude
- Good Time Management
- Good Customer Service
- Knowledge of Microsoft Office programmes i.e Word / Excel

Benefits

- Great rates of pay available (dependent on experience)
- 28 days holiday per year – Increasing to 33 Days per Year
- Pension scheme
- Death in Service Benefit Scheme
- Training with opportunities to achieve formal qualifications

In return we will help you develop your career and skills, and you will be part of an exciting, well established, and fast-growing company that is leading the way to MAKE ENERGY EFFICIENT.

We encourage applications from all suitably experienced and qualified people, regardless of their background. We will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications in line with all protected characteristics as set out in the Equality Act 2010 and any other associated statute.

