

Sales Administrator - FT

FBX Group is looking for a meticulous & adaptable Sales Administrator to handle the administration needs of our fast paced call center.

In this role you will perform a variety of tasks related to the needs of the sales team, sales manager & prospective clients. Therefore, in addition to your excellent administrative skills, it is preferable to have experience in a sales environment and understand sales performance metrics in order to effectively ensure sales targets are met.

A typical day for a Sales Administrator includes:

- Lead distribution management & follow-up among sales team
- Maintaining & updating sales & customer records
- Compiling sales reports
- Liaising between sales staff & management
- Directing feedback from customers to relevant agents & departments
- Contacting customers by phone or email to resolve various enquiries
- Supporting the sales department with other administrative tasks, as needed

Sales Administrator requirements:

- Highly organized & solution oriented,
- Reliable, self motivated & dedicated to satisfying the needs of the team
- Proven ability to multitask & work quickly under pressure
- Flexible with work hours & availability based workload demands & team needs
- Works well in a team environment
- Strong computer literacy, with experience in CRM
- Excel knowledge in pivot tables, vlookup, graphs & charts
- Advanced written & spoken English communication skills
- Previous experience in sales administration or similar role, preferable

Work hours: Sunday to Thursday, from 10am or later - office based

Compensation: Hourly salary plus participation in a bonus pool

Resumes to: jobs@fbx-group.com