



# Sales Support Administrator

## Chesterfield

### Overview

We are recruiting for a Sales Support Administrator to work within the Home Workers Support Team from our Head Office, based in Chesterfield.

### Application Process

Applicants need to simply call for a confidential chat on **01246 200 200** or email [recruitment@ccsmedia.com](mailto:recruitment@ccsmedia.com)

### General

- Providing holiday and absence cover for homeworkers
- Keeping well-organised files and records of business activity
- Keeping CRM up to date
- Interacting with clients on the phone
- Answering phones and connecting calls to the proper department
- Taking phone messages and passing them on
- Following up on business communications
- Communicating with Suppliers and Vendors
- Using spreadsheets
- Collecting and inputting company data
- Learning about the company and it's available products and services
- Educating clients about what products and services are available and how to purchase them
- Building relationships with clients
- Preparing documents by printing and copying
- Assisting with minor technical support
- Scheduling appointments and events
- Preparing meeting rooms by setting up chairs and getting refreshments
- Participating in office meetings
- Giving feedback on office efficiency and suggesting possible improvements
- To work as part of a team
- Being ready for any other tasks that are required