

Position	
Job Title	Sales and Projects Administrator
Primary Location	Head Office – Penn Street, Amersham, HP7 0PX
Salary	Upon Application
Reporting to	Director
Contracted Hours	40
Terms	Permanent - Full Time
Holiday	26 days per annum
Job Summary	
To carry out administration tasks within our sales and projects departments. The position will play a key role in ensuring the smooth running of both teams, providing a solid backbone to ensure that each department can focus on their primary operations. Day to day tasks will include, but not limited to: • Generating sales quotations and bids • Processing sales orders • Generating regular sales performance reports form management • Responding to customer inquiries • Liaising between sales, projects, service and finance teams • Scheduling meetings and coordinating follow-ups • Supporting account managers with documentation and updates • Maintaining and updating client and supplier databases • Maintaining supplier price lists • Maintaining project plans, schedules, and status reports • Organising meeting minutes, contracts, and correspondence • Managing version control for key documents • Ensuring compliance with documentation standards • Organising and planning engineers' diaries • Liaising with clients to book in engineers for onsite works • Compiling health and safety/ project related documentation To undertake any reasonable duties and comply with all company policies and procedures.	
Skills	
• Proven experience in a sales or project administrative role • Strong organisational and multitasking skills • Excellent communication and interpersonal abilities • PC literate, with experience using Microsoft word, Excel, SharePoint and Outlook • Proficiency in general office tasks and procedures	



Knowledge & Experience

- Aware of Health & Safety requirements in an office environment
- Understanding of GDPR and confidentiality
- Assist with office operations and tasks
- Conduct administrative tasks within the sales, projects and service departments within the business
- Handle phone calls and correspondence with professionalism
- Perform clerical duties including data entry, and record keeping
- Supervise office activities to ensure efficiency
- Maintain an organised office environment

Role Specific

- BS7858 Security Screening
- Right to Work in the UK

Working Conditions

- Office based