

## Sales Admin

### Job Description

<b>Job Title:</b>	Sales Admin
<b>Reporting to:</b>	Office Sales Manager
<b>Location:</b>	Glastonbury

<b>Terms:</b>	
<b>Working Hours:</b>	08.45 – 17.15
<b>Annual Leave:</b>	25 days per year (pro rata) plus 8 UK bank holidays (pro rata)
<b>Car Allowance:</b>	No
<b>Overtime:</b>	No
<b>Benefits Available:</b>	Pension / Health Care / Bonus

<b>Job Role:</b>	<p>WCBS is the leading supplier of information management systems, with a portfolio of solutions for independent and international schools across Admissions, Administration, Finance, Academic and Alumni. These solutions enable end user to access, organise, manage and share information quickly and accurately. This improves efficiencies and frees up time, which can then be used for establishing more efficient and cost-effective practises, concentrating on teaching and learning, and developing plans for success based on accurate data.</p> <p>For more than 30 years WCBS has been a trusted partner of choice for many schools across the UK and worldwide.</p> <p><b>Objectives of the role:</b></p> <ul style="list-style-type: none"> <li>• To represent WCBS in a positive and professional manner to all customers, prospective and existing.</li> <li>• To be a point of contact for customers with queries about contracts, orders, invoices etc</li> <li>• To provide admin support for the Office Sales Manager and Office Sales team;</li> <li>• Ensuring data accuracy in all orders and invoices.</li> </ul>
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<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Generate invoices through the Sage importer from Sugar, and send to customers on a weekly basis;</li> <li>• Monthly software renewals;</li> <li>• Generate contracts and proforma invoices for new site orders;</li> <li>• Maintain accurate Purchase Product information on Sugar for accurate renewals and reporting;</li> <li>• Generate contracts for Add on Modules / Fixed Support Contracts;</li> <li>• Respond to invoice queries from customers;</li> <li>• Maintain invoice recipient records in Sugar and Sage;</li> <li>• Recording how many FOC forms and credit notes are generated for business reporting;</li> <li>• Managing the training consultants' diaries by organising and booking product training for customers, and ensuring all ensuing SOPs, costs, and invoices are arranged appropriately.</li> </ul> <p>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company.</p>
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<b>Key Requirements:</b>	<ul style="list-style-type: none"> <li>• Experience with CRM software and MS Office (MS Excel in particular);</li> <li>• Strong numeracy and mathematical ability;</li> <li>• Excellent communication skills;</li> <li>• An ability to work to strict deadlines.</li> </ul>
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<b>Desirable Requirements:</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of Sage</li> <li>• Basic financial qualification i.e. AAT, or basic knowledge of accountancy processes.</li> </ul>
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