

Job Description/Opportunity	
Job Title	Sales Administrator
Location	Based at our Head Office in Basingstoke, Hampshire, UK
Tenure	Permanent – Part Time /Full Time
Package	Competitive basic plus pension, commission and profit share, 22 days pro rata annual leave plus benefits
Objective	<ol style="list-style-type: none"> 1. Help running of busy & growing sales function 2. Help sales team to recognize and keep to key timings for repeat & new business 3. Help raising & sending invoices, certificates and other documentation to clients
Key Tasks	<p>The opportunity here is to join a world leading environmental team with a globally recognized brand, that delivers climate change solutions and reduces carbon emissions. Specifically, the key elements of this job include:</p> <ul style="list-style-type: none"> • Supporting Sales Manager – various sales admin and reporting activities • Supporting Sales Activity - raising invoices, sending certificates and branding to clients • Supporting Client Director – in some client & marketing activities – such as mailmerges, generating prospect lists (using databases) etc
Candidate Requirements	
Profile	<p>Personal Qualities</p> <ul style="list-style-type: none"> • Self Starter • Experience in working in a professional consultancy business • Team player • Ability to work independently
Qualifications & Experience	
Skills / Knowledge	<ul style="list-style-type: none"> • You will have previous experience in sales administration. • An understanding & passion for climate change initiatives • Strong PC skills – including MS Office • Good interpersonal skills

Please apply with your CV to wendy.buckley@carbonfootprint.com (no agencies please).