



JOB VACANCY

Sales Administrator

Fordingbridge, Hants, UK

Location: Fordingbridge, Candidates must live within a 40 min drive of Fordingbridge

Based in Hampshire, Corintech is a world leader in the design and manufacture of advanced monitoring systems within the IoT (Internet-Of-Things) product arena, and provides bespoke design and manufacturing services to other market-leading companies. Corintech is part of the Larasian group and is a successful and rapidly expanding company with offices in the UK, USA and Hong Kong.

Role

This is an exciting opportunity for a Sales Administrator to join a rapidly expanding business. The company's products are market leading environmental monitoring solutions. You will be a key part of the Sales team to ensure that the requirements of all customers and distribution channels are met.

Key Responsibilities

- Ensure all sales leads generated by the company's marketing efforts and any customer requirements are followed up and managed to ensure the best commercial outcome.
- Process incoming sales orders from distributors and direct sales
- Prepare and issue quotations for specific customers and to progress these into firm orders.
- Process payments, including annual cloud subscriptions
- Answer any queries and take payments over the phone
- Provide knowledge and support on the company's range of products

Skills

- A desire to ensure the company's customer needs is met.
- Have excellent communication skills, both verbal and non-verbal.
- Able to work to agreed deadlines.
- A full driving license is required.

Non Smokers only.

No Agencies.

Please email your CV and covering letter to personnel@corintech.com.