

Sales Administrator

Proportion London - Highams Park, London, E4 9JG

APPLY

Job Number: PL1910

Annual Salary: £18k - £20k

Weekly Hours: 37.5

Contract Type: Permanent

Proportion London is a global visual merchandising services company, designing and manufacturing high-quality, innovative display solutions for leading high-end and high street brands.

At Proportion, new ideas have a way of becoming extraordinary products very quickly. Bring passion and dedication to your role and there's no telling what you could accomplish.

We believe the people here at Proportion don't just build products—they create the kind of wonder that's revolutionized the visual merchandising industry. It's the diversity of those people and their ideas that encourages the innovation that runs through everything we create.

Responsibilities

- To provide support to the New Business Sales Manager.
- To take ownership of the hire department, from enquiries through to fulfilment and completion of orders – using the hire process. There will be a great opportunity to grow this department for future business (looking at new hire products / promotions / clients) once transition time is completed and run by you.
- Launch and maintain a new hire database for clients for future promotional activity (as above).
- To be responsible for all Contact-Us enquiries as directed – from initial enquiry through to completion – providing back all information on an enquiry through to using the sales order process for new and possible repeat orders.
- To gain knowledge of all products and ranges which is vital in assisting a client/customer with their Contact-Us enquiry and possible alternatives or 'add-on' related products for current or future orders. Along with keeping up to date with the Stock Sheet issued by the operations team.
- To manage customer complaints and queries efficiently and in a timely manner.
- To meet with clients at Proportion London Factory about their Hire or Contact-Us enquiry.
- To be responsible for adding all your Quotes/Orders raised to main sales quote sheet.
- To help maintain an up-to-date database for the clients you work with.
- To attend production, sales and development meetings.
- To keep the team up to date with any issues that arise with client orders and products.
- To provide any ad-hoc reception duties e.g. answering the phone, sending/receiving post etc.

Essential Experience

- Experience of working in an office/administration environment
- Experience in using Microsoft Office programmes most importantly word and excel
- Excellent communication skills
- Proactive approach to work

Desired Experience

- Experience of working in a sales environment

Equal Opportunities

At Proportion, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. Proportion is proud to be an equal opportunity workplace, committed to equal employment opportunity.

Application Process

If this job role sounds right for you, please submit your CV via the 'Apply' button above, or email your CV to our HR Manager at: melissa.cawston@proportion.london