

IT Sales Support Administrator



The Role

Overview

We are seeking a confident, organised and effective communicator with an office administration background, to join our sales team in the capacity of an IT Sales Support Administrator.

The role will encompass facilitating and supporting the seamless delivery of Wanstor's projects, products and services through co-ordinating the sales order process efficiently.

Tasks and Responsibilities

- + Raising sales and purchase orders using the Exchequer system
- + Collaborating with the project team to ensure hardware is ordered and delivered timeously
- + Engaging and corresponding with clients and suppliers regarding orders
- + Manage spare stock on behalf of clients by checking stock levels and replenishing timeously
- + Ensuring stock records are maintained and up-to-date
- + Co-ordinating "Returns" on behalf of clients with suppliers
- + Obtaining quotes from suppliers for hardware, software and licenses. This will include negotiating and driving down costs
- + Solely responsible for tracking and renewing licences – and informing clients proactively thereof
- + Working in collaboration with the Office Manager by liaising with courier services with regard to receiving and dispatching products
- + Stand in for the Office Manager when needed as well as fulfil ad-hoc duties as requested by the Operations Manager and Sales Director

Ideal Skills and Experience

- + At least 1 year experience in a similar role i.e. Sales Administration / Procurement / Order Processing
- + Demonstrable experience with a strong focus on administration and multi-tasking in an office environment is non-negotiable
- + Having worked in the IT industry is advantageous
- + Helpful “can do’ attitude having worked within a team
- + Detail oriented and deadline driven
- + Pro-active and reliable

Salary

Permanent role based in London Bridge - £24,000 to £27,000 Per Annum based on experience

IMPORTANT TO NOTE

- Please send applications to jobs@wanstor.com with ‘IT Sales Support Administrator’ in the subject line
- Application **must mention the name of the referring person**
- Due to the high volume of applications, only shortlisted candidates will be contacted