**Sales Administrator**

Do you have a natural and engaging communication style, exceptional attention to detail and accuracy as well as singular administrative skills?

We are looking for an enthusiastic and motivated Sales Administrator to effectively carry out all sales related administration and to respond to general and development sales enquiries both by telephone, email and in writing.

The administration functions shall include, but not be limited to, the processing of the sales data using business unit and Taylor Wimpey UK Limited reporting systems, the production of reports from these systems and the adherence to company protocols with regard to operation of these systems. It shall also include the maintenance of filing records for sales data in accordance with company procedures.

You will be responsible to provide support for the Sales Managers for site set up and Sales Director. Also, to maintain accurate order log of sales related orders for the purposes of order no. provision and control.

The successful candidate will ensure that sales related information is distributed within the business to other departments as required by them. And act as a point of contact for the distribution of information to Sales Executives from the business unit offices.

**The Role:**

* Ensure that all development details entered into the system are accurate for the purposes of sales and marketing.
* Enter and maintain records of all customers including additional marketing information as required and available.
* Enter and maintain details of all sales including selling prices, customer extras orders, contract exchange and legal completion deadlines.
* To produce weekly, monthly and other ad hoc reports required by the business unit management in accordance with the time scales required for these reports.
* To maintain digital back-up and hard copy records of information as required by the business unit and company procedures.
* To co-ordinate the distribution of information between the Sales & Marketing department and other departmental functions within the business unit and to provide information for weekly head office reports as required.
* To produce timely and accurate Completion Statements for the legal and finance functions.
* To co-ordinate the provision of adequate quantities of sales support materials for each development, including but not limited to such items brochures, price lists, stationery and uniforms.
* To provide support to the Sales Managers and Sales & Marketing Director in the setting up of each new development, including telephone lines and IT equipment.
* To provide administrative support to the Sales Managers and Sales & Marketing Director.
* To raise orders for Sales and Marketing department as required.
* Fulfil brochure requests within 24 hours of receipt.
* Ensure that price lists are kept up to date and issued to site on a weekly basis.

**The Person:**

* Operation of I.T. based administration systems
* Working in a time critical environment
* Previous administrative experience considered useful.
* Full UK driving licence.
* Organisation skills and numeracy.
* Excellent level of IT skills
* Attention to detail and accuracy
* Good interpersonal/motivational skills

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**