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| **Job Title:** | **Sales Administrator** |
| **Business:** | **Central London** |
| **Location:** | **80 New Bond Street** |
| **Reports to:** | **Sales and Marketing Director** |
| **Main Interfaces** | Sales ManagementEstate AgentsExternal LawyersMarketing teamCustomer Relations  | Internal Legal ExecutivesFinance DepartmentProjects Department |

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| **Overall Purpose** |
| * It is the responsibility of the 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 sales data using business unit and Taylor Wimpey UK Limited reporting systems, the production of reports from them 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.
* To provide full secretarial service to the Sales & Market Director.
* To maintain/record minutes from meetings as and when required.
* To maintain accurate order log of sales related orders for the purposes of order no. provision and control.
* To provide support to Sales Mangers through the management of Sales Progression.
* To ensure that sales related information is distributed within the business to other departments as required by them.
* To act as a point of contact for the department to both internal and external customers.
* To assist the Marketing department with web activity as and when required.
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**Key Activities**

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| **Sales Data Processing System (COINS)** |
| * 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. **NB** this includes logging and processing of all weekly sales by 9 am Monday morning deadline within the COINS system in order to provide accurate information for accounts reporting.
* 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.
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| **Sales Administration** |
| * 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 material for each development, including but not limited to such items brochures, price lists and stationery.
* 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.
* General sales department filing.
* To raise orders for Sales and Marketing department as required.
* Fulfil brochure requests within 24 hours of receipt.
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| **Key Competencies** |
| * Organisation skills and numeracy.
* Excellent level of IT skills
* Time management.
* Attention to detail and accuracy
* Good telephone and written communication skills
* Good interpersonal/motivational skills
* Team player and able to cope under pressure.
* Commitment to go the extra mile when necessary.
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| **Key Experience/Qualifications** |
| * Operation of I.T. based administration systems
* Working in a time critical environment
* Knowledge of house buying process desirable.
* Secretarial background
* Used to working within a fast paced and pressurised office
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To be considered for this role, please send your CV and cover letter to Darren McCormack – Darren.mccormack@taylorwimpey.com applications close Friday 17th April 2015.