**Sales Administrator**

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

This is your chance to work for a successful company and to join a fantastic Sales Team within TW East Midlands in Leicester.

We are looking for an enthusiastic and motivated individual who will effectively carry out all sales related administration and to respond to general sales enquiries.

Working closely with the Sales Director and Sales Manager you will provide Admin Support as well as to assist the Marketing Executive with web activity as and when required.

**The Role:**

* The administration functions include, the processing of sales data using business unit and Taylor Wimpey UK Limited reporting systems, the production of reports and the adherence to company protocols with regards to operation of these systems.
* Maintenance of filing records for sales data in accordance with company procedures.
* To ensure that sales related information is distributed within the business to other departments as required.
* To act as a point of contact for the distribution of information to Sales Executives from the business unit offices.
* 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 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.

**The Person:**

* Excellent level of IT skills
* Time management.
* Good interpersonal/motivational skills
* Team player and able to cope under pressure.
* Commitment to go the extra mile when necessary.
* Full, UK driving licence.

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

**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.

If you wish to be considered for this role then please apply in writing to anne.bagshaw@taylorwimpey.com

**for the attention of Anne Bagshaw.**

**Closing date: 4th September 2015**

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