**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 at Taylor Wimpey.

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 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 for the maintenance of accurate data for all current and future developments on the business unit section of the Taylor Wimpey website through liaison with the business unit Sales & Marketing Director. They shall further be responsible for ensuring that company protocols are followed with regard to the website and that information is processed in a timely manner.

Working closely with the Sales and Marketing Director you will ensure that sales related information is distributed within the business to other departments as required by them. Also, act as a point of contact for the distribution of information to Sales Executives from the business unit offices.

**The Role:**

* Prior to the commencement of sales on a development to ensure that the site details are set up with the development available to view as ‘coming soon’.
* Maintain the website with accurate information relating to sales releases, selling prices and availability.
* 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 an available.
* Enter and maintain details of all sales.
* To produce weekly, monthly and other ad hoc reports required by the business unit management in accordance with the timescales 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 assist with administering Options (Customer Extras) onto the ‘Exit’ system.
* To co-ordinate the distribution of information between the Sales & Marketing department and other departmental functions within the business unit.
* To provide support to the Sales Manager and Sales & Marketing Director in the setting up of each new development.
* To provide administrative support to the Sales Manager and Sales & Marketing Director.
* To undertake reception duties as and when required.

**The Person:**

* Administration background
* Operation of I.T. based administration systems
* Working in a time critical environment
* Educated to GCSE Standard
* Attention to detail and accuracy
* High level knowledge of Word and Excel
* Good telephone and written communication skills
* Some marketing/sales experience

**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.

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