



Job Description:

Sales Administrator

Location: Hybrid and On-site (UK)

Salary: Competitive

Experience: Experience is valued, but passion and a drive to succeed are highly appreciated.

Application Deadline: 30th July 2024

(We reserve the right to close the position early if we receive a high volume of applications).

About Wings Security Ltd:

At Wings Security Ltd, we are a dedicated and registered security company based in the UK, committed to providing top-notch security solutions to meet a wide range of needs. With a team of experienced security officers, we offer a comprehensive suite of services, including but not limited to:

- Retail Security
- Concierge Services
- Construction Security
- Mobile Patrols
- Event Security
- Door Supervision
- Static Guarding

We are a new and dynamic company with a strong vision for growth and excellence. Our commitment to quality and client satisfaction drives everything we do.

Position Overview:

We are looking for a motivated and organized Sales Administrator to join our growing team. This role is critical in supporting our business development efforts and ensuring our sales operations run smoothly. The ideal candidate will have a keen eye for detail, excellent communication skills, and the ability to work both independently and as part of a team.

Key Responsibilities:

- Support the sales team in all administrative tasks
- Handle customer inquiries and provide timely and accurate information
- Prepare and manage sales documents, reports, and correspondence
- Assist in the preparation of sales presentations and proposals
- Coordinate and schedule meetings and appointments
- Maintain and update customer databases and records
- Assist in tracking sales performance metrics and reporting
- Collaborate with other departments to ensure a seamless customer experience

Qualifications:

- Proven experience in a similar role is preferred but not essential
- Strong organizational and multitasking abilities
- Excellent written and verbal communication skills
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Ability to work both independently and collaboratively
- A proactive attitude and a willingness to learn
- Knowledge of the security industry is a plus

Benefits:

- Competitive salary above market rates
- Opportunity for career growth and development
- Supportive and dynamic work environment
- Potential for visa sponsorship for the right candidate

How to Apply:

Interested candidates are invited to send their CV to HR@wingssecurityltd.com. Please ensure to mention the job position "Sales Administrator" in the email subject line. Only shortlisted candidates will be contacted for an interview.

Note: We encourage you to apply early as we may close the position before the deadline if we receive a high volume of applications.

Wings Security Ltd

We Secure, You Succeed

Contact Information:

Email: HR@wingssecurityltd.com

Website: www.wingssecurityltd.com