

Job Description

Sales Administrator



The Job

The Sales Administrator will service a broad partner base across intY's traditional and agency business models. This is a highly transactional role, so an attitude and approach to deliver consistent high output is critical to success.

Responsibilities (but not limited to)

- Provide sales administration support to Account Managers and Practice Leads
- Identify growth opportunities within the portfolio.
- Assist with data cleansing projects as required.
- Feedback insight and intelligence to line manager
- Attain fundamental certifications in specific workloads as part of our L&D Programme
- Service multiple partners concurrently, often meeting strict deadlines.

Skills & Experience

Required

- Positive, energetic individual with a can-do attitude
- Team player with the ability to work on their own initiative
- Ability to communicate at a professional level orally and written
- Strong IT skills with a good working knowledge of Word, Excel and Outlook
- Resilient, enthusiastic, and tenacious
- High work ethic focused, and target driven



intY endorses the principle of equality and will strive to ensure that everyone has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, and sex or sexual orientation. Employees can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their employment with intY.

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