

Job Description

Sales Administrator



The Job

This is not your ordinary job, you are here to revolutionise Cloud distribution whilst working closely with the world's leading Cloud solution providers including Microsoft, Symantec, Acronis, and more.

The Customer Service Representative will report to the Sales Team Leader and 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.

You will need to be able to hit the ground running so a **knowledge of cloud technologies is essential to this role** . As well as a background / understanding of the channel sales process.

Responsibilities (but not limited to)

- Handle day to day enquiries from a broad portfolio of partners and agents
- Provide sales administration support to Account Managers and Practice Leads
- Prioritise and process quotes and orders.
- Maintain accurate CRM notes and update contact information.
- Work with the sales team to drive adoption of services and learning paths.
- Identify growth opportunities within the portfolio.
- Collaborate with internal departments to ensure complete end-to-end management.
- Service multiple partners concurrently, often meeting strict deadlines.
- Keep records of client transactions.
- Assist with data cleansing projects as required.
- Feedback insight and intelligence to line manager
- Regular attendance is essential for this role.
- Other duties as assigned.
- Attain fundamental certifications in specific workloads as part of our L&D Programme

Skills and Experience

- Previous experience in a busy customer focused office environment beneficial
- Strong literacy and numeracy skills
- Ability to communicate at a professional level orally and written
- Strong IT skills with a good working knowledge of Word, Excel and Outlook
- High work ethic focused, and target driven
- Positive, energetic individual with a can-do attitude
- Willing to learn
- Team player with the ability to work on their own initiative
- Resilient, enthusiastic, and tenacious

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.