# Job Description

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| **Job title** | Sales Development Administrator |
| **Department** | Landmark Trading |
| **Location** | Wolverhampton Science Park |
| **Purpose of role**  Outline the primary purpose of the role in no more than 2 or 3 sentences. | To support the development of contract accounts by:  The production of appropriate management information reports to managers within the business.  Maintaining of contract files.  Coordinating the administration of new accounts.  Assisting in tender processes.  Acting as the interface between Sales and Trading departments. |
| **Responsibilities**  Outline the key responsibilities of the role here. Suggest no more than 5 or 6 areas of responsibility. | * The production, maintenance, analysis and distribution of management information in Word, Excel, PowerPoint, and MIS format. * Analyse the weekly sales and profitability of accounts. * Setting up and analyse promotions for the accounts. * Timely set up of new lines per account. * Effectively manage account requests & queries. * Updating the Contract Accounts, MPI’s etc additions & deletions |
| **Key Performance Indicators (KPI’s)** | The Accuracy of the above and achievement within agreed time scales. |
| **Key relationships**  Internal and external | **Internal**   |  |  | | --- | --- | | **Reports to:** | Commercial Finance Analyst | | **Working alongside:** | Key Account Managers/Telesales/Trading/IT/Credit Control/ Depot Managers Team. | | **Supervises:** | NA |   **External**  Landmark Central Office , Suppliers |
|  |  |
| **Date update** | 11.07.14 |

# Employee Specification

## Qualifications

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| **Essential** | **Desirable** |
| 5 GCSE’s A-C including English and Maths  Intermediate level of MS office (including Excel, word, and PowerPoint. | Advanced knowledge of Excel  Knowledge of Access  Comfortable with learning new programmes |

## Skills & experience

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| --- | --- |
| **Essential** | **Desirable** |
| Able to understand business and end user requirements.  Ability to analyse and validate results.  Build new reports that answer unusual end user questions. | Experienced in a business to business environment  Understanding of sales and marketing trends |

## Attributes

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| **Essential** | **Desirable** |
| Team player  Independent thinking.  Good communication skills  Ability to liaise with all levels of management. |  |

**Name:**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_