



Vega Technology (Europe) Limited
Units 1-3 The Bell Centre
Newton Road
Crawley
West Sussex RH10 9FZ

T. 0800 319 6094
E. info@vega-global.eu
W. www.vega-global.eu



Job Title: Sales Support Administrator

Salary / Package: Dependent on experience

Location: Crawley, West Sussex

Job Type: Permanent, full time

The company: Established and headquartered in Hong Kong in 1986, the Vega Global Group now employs over 700 personnel. Vega has regional offices globally, with the UK office heading up the European division. In three decades, the company has expanded into a leading global AV/VC/UC solutions provider with over 6,000 clients. The portfolio includes Audiovisual, Video Conferencing, Digital Media Communications, Collaboration, Workspace Management, Skype for business integration & Voice. A turnkey support and maintenance provider, Vega serves all sectors as well as fortune 500 and large multinational firms. The Vega Global Group is an equal opportunities employer.

The Role

We have a permanent full-time position available immediately in our Sales Team, for a Sales Support.

Main Job Tasks & Responsibilities

- Manage sales quote register and pipeline using CRM system, Netsuite
- Assist Sales Team with creation of quotations
- Monitor and chase sales quotations using Netsuite
- Supporting the sales force with general operations to help reach the team's objectives
- Help manage day to day client correspondence
- Manage project variation quotes
- Load and monitor client orders into Netsuite
- Answer inbound customer telephone queries
- Meet and Greet customers visiting the office
- Communicating internally important feedback from customers
- General upkeep of sales documentation under cloud drive
- General administration as and when required by the team

Experience & Qualifications

- Educated to GCSE level grade C or above
- Strong mathematical skills
- Proficiency in Microsoft Office
- Experience in a similar role
- Experience in IT or AV would be advantageous

Skills Required

- Ability to use own initiative
- Ability to adapt to a changing environment
- Willingness to learn
- Excellent communication skills
- Team player with an enthusiastic attitude
- Good organisational skills
- Good telephone manner
- Strong administration skills