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| Position Title | Team Administrator  | Department | Business Development  |
| Generic Job Title | Administrator - Sales | Segment | Government & Agencies |
| Team Band | TBC | Location | Home or Office based (with the flexibility to work in other locations) |
| Reports to | Snr Business Development Executive  | Office / Unit name | Flexible location  |

**JOB PURPOSE**

* To provide administration support to the function, and assist in the generation of sales.

#### ACCOUNTABILITIES or “what you have to do”

* Manage and maintain Sodexo’s client management system for the purpose of sales activity
* Provide admin support to the Sales team as required to ensure the effective running of the department.
* Arrange appointments for new, repeat and existing business.
* Undertake client research as required in support of new business opportunities
* Provide timely reporting on sales pipeline activity, undertaking analysis of information as required
* Manage and maintain tender portals, providing summary documents for consideration by

 senior management team

* Assist in the preparation of any events ensuring all the relevant information and materials are prepared

 in line with requirements.

* Support the creation of Social Value information, aligned to sales activity
* Provide absence cover for similar role within segment
* Administrative assistance on bid activity as directed by the Bid Manager; undertaking travel

 arrangements on behalf of bid team members

**KEY PERFORMANCE INDICTATORS (KPIs)** **or “What it will look like when you are doing the job well”**

* Audit compliance achieved
* Agreed personal targets are met, which will include timely and accurate reporting on client

 management system and tender portals (external)

* Documents produced are accurate and relevant.

#### DIMENSIONS

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Competencies*** | Industry AcumenDrive to WinSolution drivenPlanning and co-ordination | Excellent Communicator |

#### SKILLS, KNOWLEDGE & EXPERTISE

* Competent with Microsoft office applications, and database systems
* Good numerical, written and analytical skills.
* Excellent interpersonal and communication skills
* Effective at planning and organisation.
* Ability to work as part of a team.
* Results orientated.
* Customer focussed.
* Previous administration experience.

 Desirable

* Negotiation techniques
* Knowledge of industry desirable, not essential

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#### CONTEXTUAL OR OTHER INFORMATION

* Flexible to travel Nationwide in support of events periodically

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| Document owner | SJH |