



Sales Administrator

Salary and Benefits: £22,000.00 - £26,000.00 (dependant on experience) + 10% bonus, 23 days holidays (rising to 25) plus bank hols, long service cash incentive scheme(s) and other great benefits

Hours of Work: 37.5 per week (Mon to Fri) – we will consider applications from candidates who are looking for part time hours.

Place of Work: Head office, Leeds

WHAT YOU'LL BE DOING

Data and Reporting

- Manage the CRM, ensuring that updates and enhancements are completed in a timely manner plus produce accurate and timely reports, targeted to the appropriate audience including:
 - Updating the CRM system to ensure that it remains accurate.
 - Creation of reports and subsequent extraction of data for both regular and ad-hoc reporting.
 - Regular CRM audits to ensure that the system remains accurate and relevant.
 - Production of pipeline reports.
 - Content management of the Board and Exec pack submissions for the Sales / Acquisition team.
 - Provision of updates in relation to the status of both completed and in-progress sales.
 - Any ad hoc reporting as required.

Sales and Marketing

- Support the Sales / Acquisition team with the processing and collation of purchase related documentation and general purchase related support duties:
 - Managing the administrative aspects of sales, including completion of relevant documentation per the approved process.
 - Gathering and collating relevant information on new markets and companies including relevant contacts and background information.
 - Supporting the Sales team with general administrative duties to help achieve team objectives
 - Management & maintenance of the team's inboxes.
 - Maintaining the company's CRM system and content ensuring it is up to date, has accurate information and relevant.
 - Create and maintain client folders ensuring accuracy of information is available through the purchase process as required.
 - Responsibility for departmental audit activities.
 - Building and maintaining strong working relationships across all departments within the company.
 - Representing the interests of the company in a professional and competent manner.
 - To take responsibility for risk and compliance within the remit of your role.



WHO WE ARE LOOKING FOR

- You'll be a strong team player ensuring that your colleagues receive the right amount of support and assistance they require.
- You'll possess strong administration skills and ideally have experience in administering a CRM system.
- You'll ideally will already be working in a very similar role and ideally within the financial services sector.
- You'll be an Intermediate Microsoft Office user (incl; PowerPoint, Excel, Word, Visio and email)
- You'll be comfortable communicating with senior leaders.
- You'll be adaptable and flexible to deadlines and comfortable working under your own initiative
- You will produce accurate, timely information and your attention to detail will be a critical element of the role.
- You'll have clear and effective communication skills (written and verbal)
- You'll be skilled in prioritising workloads.
- You'll possess strong planning and organisational skills.
- You'll be a great problem solver – seeking out better solutions naturally.
- You'll demonstrate excellent Customer Service skills.
- You'll have strong numerical skills.

WHAT YOU'LL GET IN RETURN

- A really competitive salary dependent on experience (circa £23,000 - £26,000).
- Monday to Friday 37.5 hours per week. Although we are open to applications from candidates looking for part time hours.
- Up to 10% bonus paid annually.
- Up to 5% employer contribution to your pension plan.
- Generous Healthcare Cash Plan.
- Long Service Incentive scheme.
- 23 days holiday (Rising to 25 days with length of service) + Bank holidays.
- Free Parking.
- Other benefits associated with forward thinking companies, including really great recognition schemes.
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

NEXT STEPS

- Please apply for the role by sending your CV and covering letter telling us why you would be great for this exciting opportunity to careers@lanternuk.com
- We'll look forward to you joining our team.

Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).