

**JUDGE SAMPSON LTD
JOB DESCRIPTION
SALES ADMINISTRATOR**

Reports to:	CEO
Main Duties:	To promote the Company's range of products and services to existing and potential customers.
Other Roles:	To ensure that as many appropriate products and services are presented to customers.
	To prepare and deliver sales presentations of the Company's portfolio to customers.
	To be responsible for generating business and systematically following up leads.
	To present accurate orders.
	To assist external team to maximise sales potential and reduce travel costs.
	To maintain files and paperwork generated by customer contact.
	To prepare quotations, to follow up and feedback outcome.
	To feedback appropriate information on product and market trends.
	To assist in product development for the company.
	To attend regular sales conferences and review meetings.
	To assist with marketing projects for the company.
Standard of performance:	
Ultimately it is the responsibility of the employee to achieve and exceed the annual sales target. This must be achieved by maintaining appropriate costs and the highest level of customer care. Orders must be prepared accurately and the maximum number of potential products shown to customers during the sales interaction.	
Additional Requirements:	
Within any small/medium size company that suffers from extreme seasonal fluctuation of orders, every staff member is required to be completely flexible in their attitude towards their role within the Companies. At certain times the employee will be required to undertake projects and operations which are not defined within their job description, resulting in the need to work additional hours. The Directors expect this flexibility and trust that the employee understands why and when it is necessary.	