

Sales Support/Admin

Answering phone and serving visitors to showroom

Processing new leads in AdminBase system and arranging appointments, updating any additional notes on AdminBase and running reports from system

Providing support to SalesTeam and sending out brochures etc

Processing new sales in AdminBase and sort in to folders

Update diaries, AdminBase and the sales whiteboard

Check current checklist on Adminbase

Price and quoting supply only glass and small glazing jobs

Process questionnaires and email them to everyone in the office

Scan plans in to AdminBase

Help with deliveries arriving in factory if necessary

Price jobs on Window Designer

Arrange survey appointments with customers

Arrange service calls with customers

Notify customers when their glass, windows, etc. have arrived and are ready for collection

Frank the mail and drop off mail at post office

Take the banking to Royal Bank and go to supermarket for coffee, bin bags, stationery, etc.

Take daily report from card machine at the end of the day