

**Junior Sales Administrator - North Wales, near Chester**

MWL Systems is growing its sales force and we are looking for an enthusiastic person to join our sales team in a new and exciting role.

**Responsibilities:**

- Managing and maintaining a database of renewals.
- Creating and sending out quotations to existing and new customers.
- Supporting the sales team with administrative tasks.
- Regular activity based around raising company profile, identifying sales opportunities and making appointments, including sourcing new data through independent research and cleansing it appropriately.
- Sending out of e-marketing campaigns, monitoring responses, telephone and email follow-ups, managing upkeep of contact data in our CRM system.
- Assisting with the planning of seminars, calling to book delegates.
- Assist with the production and distribution of news items.
- Flexibility to take on additional responsibilities as the role evolves.

**Salary and Hours of Work**

- 16 – 19k dependent on experience
- 8.30am - 5.00pm Monday to Friday

**Required**

- No prior experience needed, however knowledge of IT Services or Sales would be beneficial
- Positive attitude, detail and customer oriented with good multitasking and organisational ability
- Excellent written and verbal communication skills
- Organised, well presented and with an eye for detail
- Computer literate
- Must have own transport

This is a great opportunity to join an established but growing and friendly company with excellent working conditions, as this is a new role you will have the rare opportunity to make it your own, with options to progress with a focus either on Sales or Marketing.

**If you're interested, please send your up-to-date CV together with details of your current salary by email to [careers@mwlsystems.co.uk](mailto:careers@mwlsystems.co.uk)**