

CAREERS  
**SALES ADMINISTRATOR**



We are e92plus - an award-winning distributor specialising in cybersecurity, networking and data protection technologies.



We empower our partners to grow their business, with a range of innovative, value added services, and we have a proven track record of bringing the latest innovations and technology to market. We're enjoying fantastic growth in one of the most exciting markets available - cybersecurity. It's high profile, dynamic, fundamental to every organisation and is incredibly rewarding for anyone looking to build an exciting career sales, marketing or technical fields.

About e92plus	What are we looking for?	Next Steps
We empower the IT channel, bringing innovative solutions from emerging and established vendors to market, and help our partners grow a profitable business with our services.	We are continually expanding our team, and we're looking for the brightest talent to complement our team. We'll provide everything you need to help develop your career and achieve fantastic success.	For more information on specific opportunities to send us your CV, call us on +44 (0)20 8274 7000 and ask to speak to the HR Manager or email us at <a href="mailto:careers@e92plus.com">careers@e92plus.com</a> .

Why work for e92plus? As well as being at the heart of one of the fastest growing, most dynamics industries, we're an ambitious, growing company. There's fantastic opportunities to learn, develop and build a successful career and unlimited potential that's not restrained by age or experience, only ability and results. We're a social company, with company events for both our employees and with partners, from our annual company kick off in Barcelona to football tournaments.



CAREERS  
**SALES ADMINISTRATOR**



<p>The opportunity</p>	<p>We're looking for sales administrators to join our sales &amp; account management team, providing essential support for inbound requests from our customers for information, quotes and updates, while providing forecast and account updates to management.</p>
<p>What you'll do</p>	<p>Key activities include:</p> <ul style="list-style-type: none"> <li>• Inbound Enquiries: Receiving inbound enquiries from customers for new business and renewal quotes, pricing and product information</li> <li>• Quotes Requests: Making sure quotes are done in a timely fashion and keeping with SLA's (certain accounts have 2-hour turnaround times)</li> <li>• Quote Accuracy: Ensuring all quotes are correct and accurate, with all information included where necessary (so understand opportunities for up-sell, complimentary products, professional services, etc. as well as following business processes for expiry date, required information, etc.</li> <li>• Renewals: Ensuring all renewals are up to date on system and been quoted at least 90 days prior to renewal date.</li> <li>• Managing pipeline: chasing opportunities and making sure the CRM system is up to date.</li> <li>• Product Knowledge: the role requires a good level of commercial understanding of the e92plus product portfolio</li> <li>• Relationship Building: building strong partnerships with customers, cross all departments, and ensuring they are correctly profiled and up to date on the CRM system.</li> <li>• Technical Requests: arranging demos, webinars or support enquiries from customers</li> </ul>
<p>What does a successful candidate look like?</p>	<ul style="list-style-type: none"> <li>• Highly focused, with a clear attention to detail</li> <li>• High level of numeracy</li> <li>• Ability to manage highly intensive workloads</li> <li>• Good multi-tasking ability</li> <li>• Outgoing, confident and a great communicator</li> <li>• Able to interact effectively with all levels of management and staff, internally and externally</li> </ul>
<p>Team Engagement</p>	<p>You'll work closely with the other e92plus teams, in particular the Product Managers and Account Managers on active opportunities and enquiries. You'll start working at our office in Surbiton, and the role reports into the Sales Director.</p>
<p>Development</p>	<p>There is a clear opportunity to develop your career within e92plus, progressing into junior roles through to Senior Account Management and Product Management. We are an ambitious, growing company and a great place for unlocking potential in our staff.</p>
<p>Targets/KPIs</p>	<p>Targets will be based on efficiency and processing quotes/requests.</p>

