

Sales Support Executive – Woking

Summary/ Main purpose

- The SSE role is primarily a support position.
- The SSE is responsible for one or more vendors within the Nuvias portfolio.
- Core to this role is the support of existing business relationships and the Product Sales Manager (PSM) as well as the administrative tasks for the department.
- The SSE is also responsible for the delivery of vendor specific support to the Account Management Teams
- Adhering to company policy and working to the company ISO Quality Management system (9001 certification) and company security management system (27001 certification) and BSI standards at all times.

Duties & Responsibilities

- To manage, with assistance from the relevant PSM, the relationship with the Vendor
- Administrative tasks of each Vendor, quotes, POS reporting and some renewals tasks.
- Customer care and excellence in delivery and task responsiveness in order to increase revenue and margin streams
- Conduct price and delivery with vendors and resellers and follow-up internally.
- Close cooperation and alignment with the contact person of the vendor
- Scheduling and managing internally vendor's trainings
- Permanent revenue target tracking and optimization of margin
- Assisting PSM in implementation of sales strategies
- Organisation of marketing and acquisition campaigns
- Identification of projects and events with the customers and vendors.
- Forecast Collation
- Stock management, where applicable
- Permanent update of the customer and project databases

Closing Date: 24th March 2023