

Job Description: Sales Administrative Executive

We are seeking a detail-oriented and organised Administrative Executive to support our sales and business development team. This role combines administrative responsibilities with market research and lead generation tasks to help drive business growth. The ideal candidate will have strong organisational skills, research capabilities, and the ability to manage multiple priorities efficiently.

Key Job Responsibilities:

- Provide day-to-day administrative support to the sales and business development teams.
- Maintain accurate records, reports, and documentation in Customer Relations Management (CRM) systems.
- Conduct online research to identify new sales leads, potential markets, and key decision-makers.
- Collect, analyse, and maintain data on competitors, customers, and industry trends.
- Update and maintain prospect databases to ensure accurate sales pipelines.
- Support outreach campaigns by compiling contact lists and background information.
- Support all areas of the business in ad hoc administrative tasks.

Candidate Skills:

- Prior experience in administrative or sales support roles is an advantage.
- Strong research and data analysis skills.
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Exposure to CRM tools (preferred)
- Excellent communication skills (written & verbal).
- Strong attention to detail, organization, and time management.
- Ability to multitask and work independently with minimal supervision.
- Ideally a recent graduate.

6months with potential to be made permanent, Salary £25,000 per annum



Volanteus Limited, 6th Floor, Astral Towers,
Betts Way, Crawley, West Sussex, RH10 9UY

t +44 (0) 203 876 8000
e recruitment@volanteus.com
w volanteus.com