

Client Inside Sales Specialist Vacancy, 12 months fixed term contract

Are you a confident and experienced administrator used to dealing with clients or partners
in a targeted environment, where attention to detail is essential?

Nuvias UK&I are part of the Infinigate Group and are a leading specialised value-added distributor of enterprise cybersecurity solutions to small and medium sized enterprises across EMEA. We are looking for a Client Inside Sales Specialist to work in our Inside sales team reporting to our UK Sales Manager, based at our South Cerney, Gloucestershire Office on a hybrid working basis.

This role provides administrative and pro-active support to the external sales team, renewals team and/or product sales team as required. Providing excellent customer service and working within service level agreements, this role involves reporting activities and engagement in customer facing activities too. The role manages the quoting and sales order process from receipt of purchase order from customer through to Supply Chain team including quality checks and error resolution, daily customer back order and invoice reporting and ensuring the CRM system is maintained.

This is a great opportunity to utilise your existing administrative experience in a company with exciting growth plans and a option for a career path into IT security sales if this interests you or progression within the Inside sales team.

What we are looking for:

- Administration experience, ideally within legal, insurance, hospitality or retail environment
- Professional and effective communication skills
- High regard for customer service along with priority management and the ability to multitask
- Numerate with good attention to detail
- Proficient in MS applications including excel, word and outlook
- Good relationship building and calm under pressure

What we offer:

- OTE up to £25,000 depending on experience
- 25 days annual leave plus bank holidays
- Day off on your birthday
- Life insurance of 4 x basic salary and group income protection from start date
- 5% employer matched pension contributions after 3 months service
- Individual cover for private medical insurance and healthcare cash plan following successful completion of probationary period
- Hybrid working arrangements with 3 days per week in the office and standard office working hours are 9am – 5.30pm
- Employee assistance programme for practical and emotional support
- Free parking and complimentary refreshments onsite

Nuvias UK&I and Infinigate Group are committed to creating a diverse and inclusive workplace where differences are not only accepted but also valued and appreciated. If any reasonable adjustments would support you through the recruitment process, then please get in touch at HR-UK@Infinigate.com

For more information on Nuvias please visit www.nuvias.com.

For more information on Infinigate, please visit www.infinigate.com.