

**Apply for Sales Administrator using the link below:**

**\*\*\*\*\***[workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclId=95879571\\_5287&lang=en\\_US&jobId=9200199007059\\_1&source=EN](http://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclId=95879571_5287&lang=en_US&jobId=9200199007059_1&source=EN)

Geiger UK, headquartered in West London, is the EMEA division of Geiger, the largest privately owned promotional products distributor in the world. We create branded merchandise, clothing, retail, and gift items to support great brands globally. With over 140 years of experience, knowledge, and creativity, we are an award-winning global industry leader and adding a Sales Coordinator to our team.

Under the general supervision of the Senior Account Director, the Sales Co-Ordinator will provide superb customer service and prospect inquiries to assist the Account Manager in achieving sales targets.

**What you will do:**

- Taking customer/prospect requests via phone, email, or directly from an Account Manager
- Ensure quotes are completed and accurate
- Sourcing products for inquiries
- Act as a liaison with suppliers and internal production
- Order samples and create presentations
- Ensure the CRM database is kept up to date
- Answer customer complaints

**What you will need:**

- Top-Notch Administrative skills
- General schooling
- The ability to use Microsoft Office
- Good attentive to details
- Excellent organizational skills
- Effective verbal and written communicate
- The ability to multi-task is a must

**What will make you extra special:**

- Promotional products experience