



If you are interested, kindly email your  
**CV** to  
[vivian.donaldson@cloudessentials.com](mailto:vivian.donaldson@cloudessentials.com)

**Join a rapidly growing company at the cutting edge of cloud technology**

Title: **Sales Coordinator**

Reporting to: **Sales Operations Manager**

Sector: **Cloud Technology Solutions**

Area: **Bristol UK**

Work Style: **Hybrid**

Salary Bracket: **Market-Related**

We are seeking a dynamic and detail-oriented Sales Coordinator to support our sales team in driving momentum throughout the buying cycle. This role is crucial in ensuring smooth administrative processes that influence the acquisition and retention of clients across all regions, verticals, and solutions we offer globally.

### Role Responsibilities

You will be required to perform a wide range of tasks including:

- Assist with administrative sales activities at every stage of the buying cycle
- Follow and mature high-quality repeatable sales processes
- Handle leads and schedule calls with clients
- Act as Customer Relationship Management (CRM) custodian and reporting champion for sales
- Assist with preparation of sales proposal content
- Prepare information for vendors/partners and assist with supplier setup
- Support annual renewals and client onboarding processes
- Attend and participate in sales meetings as required
- Ensure all sales documentation and administration is properly filed
- Contribute to administrative activities that support our partner status with Microsoft

### Experience Requirements:

- At least 5 years' experience in Sales Administration
- Experience in the IT industry is advantageous
- A levels or equivalent



- Sales or Administrative Certification is beneficial
- Strong computer literacy and tech-savvy mindset

#### Minimum Qualifications \ Certifications Required:

- Sales or Administrative Certification will be an advantage

#### Minimum Education Required:

- A levels

#### Desired Skills:

- Excellent organizational and time management skills
- Strong attention to detail
- Proficiency in Microsoft 365 workloads and Office 365
- Knowledge of sales processes and cycles
- Customer service orientation
- Ability to multitask and coordinate effectively
- Strong communication skills

#### To be a good fit, you will need to:

- Have a passion for sales and customer service
- Be highly organized with excellent attention to detail
- Demonstrate strong communication skills, both written and verbal
- Be proficient in Microsoft Office suite, especially Excel
- Have a tech-savvy mindset and ability to quickly learn new software
- Be comfortable working in a fast-paced, dynamic environment
- Show initiative and proactivity in managing multiple tasks and priorities
- Have a collaborative spirit and ability to work effectively in a team

Kindly take note that the recruitment and selection process will involve **psychometric assessments**.

If you receive no response within 2 weeks after the closing date, your application is unsuccessful.



- Demonstrate adaptability and flexibility as processes evolve
- Be results-oriented with a focus on meeting and exceeding targets
- Have a positive attitude and resilience in the face of challenges
- Show a commitment to continuous learning and professional development
- Be comfortable with data analysis and reporting
- Exhibit strong problem-solving skills and ability to think creatively
- Have a customer-centric approach in all aspects of your work

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