

Sales Support Administrator, London or Ipswich Based

About Inawisdom:

Inawisdom is a leader in Artificial Intelligence (AI) and Machine Learning (ML) and a specialist in Advanced Analytics, BI/MI and Data Science. We are an exciting and rapidly growing consultancy working with global Enterprises to accelerate business differentiation from their data. As an all in Amazon Web Services (AWS) Premier Partner and AWS ML Partner of the Year, we are at the forefront of this fast paced and cutting-edge technology space.

Inawisdom employs a highly skilled team of experts, working with global organizations across UK, Europe and the Middle East. We focus on helping our customers by delivering innovative data solutions across a broad range of industries including Financial Services, Manufacturing, Engineering, Automotive, Logistics and Consumer/Retail and are proven to deliver business results rapidly and effectively.

Following an extraordinary four years of growth and success, Inawisdom was proud to be acquired in December 2020 and is now part of the global Cognizant family. With ambitious growth plans and increased demand from customers across the world, we are looking to add experienced, successful Account Executives to join our dynamic team.

In this role, you will be responsible for providing support to our Head of Sales and 6 Sales Executives. You can be based from either our London or Ipswich office, weekly travel to our London office will be required.

The Role:

- Attending and arranging sales meetings; preparation, minute taking and actions
- Attending and arranging sales team meet-ops and attending some customer events with the team
- Salesforce administration to include; opportunity tracking, producing and sending reports, general administration tasks, updating contacts and tracking scheduled revenue
- AWS partner portal administration to include; market development funding administration, end user reporting, internal reporting and opportunity administration
- Taking notes & tracking actions from weekly Operations Meetings
- Assisting with the onboarding and induction of new Sales Executives
- Updating the Sales Confluence page and processes
- Providing daily support to the team;
 - Following up on updates/queries directed at them
 - Scheduling commercial and delivery reviews
 - Opportunity tracking and Salesforce updates
 - Booking client meetings and organising lunches
 - Travel/hotel arrangements for events
- Providing support to Head of Sales;
 - Booking internal and external meetings and reviews
 - Diary and email management
 - Following up on actions
 - Support in producing presentations and slide decks for meetings

- Travel arrangements
- Expenses administration

Essential Experience / Requirements:

- Previous administration/office experience
- Excellent organisational skills
- Ability to adapt to changing priorities
- Team minded, great interpersonal skills
- Ability to work on own initiative

Desirable Experience / Requirements:

- Previous SalesForce experience
- Experience of working in a Sales team in a support/administrative role