Position: Sales Administrator

Hours: Part Time – Monday-Friday 10am-3pm

Location: Ilford, East London

Type: Contract-2-Perm

Duration: 3 months developing into a permanent role

Rate/Salary: £30-35k pro rata

Target Start Date: Early August

Job Description:

We are working with an IT Service Company who are looking for a bright, intelligent Sales Administrator.

Key Skills & Experience:

* Administrator CRM system (ACT)
* Updating and Cleansing Data
* Sending email marketing campaigns
* Excellent communication skills are required, both written and verbal
* Reliable and trustworthy

Causality.IT are acting as an employment agency and company.