

Sales Support Manager

The role

Capital Document Solutions is looking for a highly experienced **Sales Support Manager** to lead, develop and manage our direct sales support functions across all 5 of our Scottish branches.

This is a wide-ranging and challenging role which will also encompass streamlining our corporate client's tender response processes, working alongside our Sales and Marketing functions and taking on the management of the Sales Secretarial support roles including Reception.

This is a key new appointment and will be a senior position in our organisation, reporting directly into our Sales Director.

Our approach

Our name has grown to become one of the most respected in our industry in the UK, thanks to our ethical approach to sales and to our client service delivery and support that is second to none. Check out our website which explains in more detail our unbeatable business proposition of the market's 4 leading hardware brands and associated software products.

What we can offer you:

- Attractive remuneration package
- Development and mentoring with the Senior Management Team
- Collaborative and supportive working environment
- Innovation and change
- The opportunity to make this role your own, including the recruitment, development, coaching, motivation and performance management of a large team

Your skills and competencies

- Strong people management experience ideally across our sales support functions such as Reception and Secretarial
- Highly process and IT savvy, with the ability to streamline and optimise Sales processes to increase efficiency, quality and optimise results
- Ability to proactively coordinate and manage a busy and varied workload
- Development of quality and standardisation/automation of processes within the Sales functions – this will include being highly pc literate (with exceptional MS Office skills) and the use of CRM systems etc
- Previous experience in directing corporate tender responses and sales proposal writing
- Strong commercial astuteness
- Proactive, self-starting individual with strong vision and leadership qualities

If you think you have the potential to excel in this role, send your CV and a covering letter telling us why and what you can bring to us in return, to:

Judith Adamson, People Manager
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