



Sales Operations Team Leader

SALARY £29,000

WORKING PATTERN Monday to Friday 8:30am – 5:30pm

LOCATION Basildon

We have an exciting opportunity for a Sales Operations Team Leader to join our business. Due to continued success, we are looking for a confident, positive, and proactive individual with a strong desire to learn and grow within our organisation.

ADSI provides business to business services across a variety of technical solutions including Mobile Communications, VoIP, and IT Support. Founded in 2002, we have spent the past 20 years assisting businesses enhance efficiency, increase productivity, and control their costs.

You will be managing a team of two experienced sales administrators who support both our various sales teams and customer base.

You will initially work alongside the Sales Operations Manager to understand and perform the fundamental parts of her role, along with the key activities of your team.

You will need to

- Be comfortable with IT as we work with multiple complex systems.
- Possess excellent communication skills
- Deal with customer queries and complaints
- Be focused on resolution and customer satisfaction
- Quickly understand and implement new products and processes
- Have a keen eye for detail and the ability to identify process improvements
- Be experienced in leading and managing a team, preferably within a sales environment

This is a new role within our business and after a handover period you will assume responsibility for the department to cover Maternity leave. Long term the role will move into supporting other areas within the group, allowing for both personal and career development.

The role requires great adaptability, organisation, and analytical skills, along with being numerically smart; ideally the successful candidate will be degree educated or equivalent with excellent GCSE and A Level results

We offer a vibrant culture with modern offices, free onsite parking, social events such as big nights out and worldwide trips, an attractive holiday package, and a great supportive team. The salary for the role will be reviewed after the first 6 months of employment.