

JOB DESCRIPTIONS

NQV (UK) Ltd

JOB TITLE – Business Support Manager

SALARY - £ 30962.00 To 38700 per annum

No of Hours: 40 per week

JOB DESCRIPTIONS

As an experienced Business Support Manager supervising operations within an Organization, you will need to be an excellent multitasker with a keen eye for detail. You will also be instrumental in the organization's planning, operations, and staff.

Summary of Duties

- Plan the day-to-day running of the Business.
- Plan, organise and co-ordinates the activities and resources
- Supervise other member of staff
- Plan work schedules, assign tasks and delegate responsibilities
- Understands and affects the government regulations for all business operations.
- To be aware of and ensure compliance with safe working practices as applicable.
- Looking at ways to improve the business support function continually
- Responsible for analysing current processes and procedures

Skills

- You will need bundles of personality
- Possess strong leadership skills
- Be a real 'Hands-on' manager, leading from the front
- Possess excellent knowledge of current trends in the Business.
- Have strong organisational skills
- At least one year experience in a supervisory or management role.

JOB DESCRIPTIONS

NQV (UK) Ltd

JOB TITLE – Sales Coordinator

SALARY - £ 30,962.00 To 38700 per annum

No of Hours: 40 per week

JOB DESCRIPTIONS

As an experienced Business Sales Coordinator, to provide support to the selling process of products. You will need to be an excellent multi-tasker with a keen eye for detail. You will also be instrumental in the organization's sales of products.

Summary of Duties

- Provide information to customers on products.
- Dealing with telephone inquiries from prospective and existing customers on behalf of the sales team.
- Taking orders from the customers and passing them on to the relevant team to arrange the stocks.
- Prepare sales invoices and maintain records and accounts of the sales activity.
- Prepare daily sales reports for the higher management.
- Handle customer complaints or forward them to the relevant sales team member.
- Carry out general clerical duties whenever required.

Skills

- You will need bundles of personality
- Possess strong leadership skills
- Be a real 'Hands-on' manager, leading from the front
- Possess excellent knowledge of current trends in the Business.
- Have strong organisational skills
- At least one year of experience as a Sales Personnel.

[ONS Occupation Coding Tool \(onsdigital.github.io\)](https://onsdigital.github.io)

4161: OFFICE MANAGERS

Job description:

Office managers plan, organise and co-ordinate the activities and resources of offices within commercial, industrial and other non-governmental organisations and public agencies. (National and local government office managers are classified to unit group 3561: Public services associate professionals.)

Entry requirements of this job:

Entry will usually require GCSEs/S grades but is possible with other academic qualifications and/or relevant experience. Professional qualifications are available in some areas of work.

Tasks required by this job include:

- plans work schedules, assigns tasks and delegates responsibilities;
- advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records;
- ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to;
- plans, organises and co-ordinates the activities and resources of other offices not elsewhere classified, including box offices, other ticket offices and accommodation bureaux.

NS-SEC categorisations:

The simplified NS-SEC analytic class for this code is 2

The simplified NS-SEC operational category for this code is 5

To find your exact NS-SEC code, please use the [NS-SEC Coding Tool](#).

Jobs related to this code:

- Business support manager
- Delivery office manager
- Office manager
- Practice manager
- Sales administration manager
- Sales office manager

4151: SALES ADMINISTRATORS

Job description:

Sales administrators provide support to the process of selling equipment, materials and other products or services.

Entry requirements of this job:

There are no minimum academic requirements, although entrants typically possess GCSEs/S grades or equivalent qualifications. Training is normally provided on-the-job. NVQs/SVQs in Administration are available at Levels 1 and 2.

Tasks required by this job include:

- provides information to customers on products and prices;
- fields telephone enquiries from prospective customers on behalf of the sales team;
- prepares sales invoices and maintains records and accounts of sales activity;
- handles customer complaints or forwards them to relevant member of sales team;
- carries out general clerical duties.

NS-SEC categorisations:

The simplified NS-SEC analytic class for this code is 3

The simplified NS-SEC operational category for this code is 7.2

To find your exact NS-SEC code, please use the [NS-SEC Coding Tool](#).

Jobs related to this code:

- Marketing administrator
- Sales administrator
- Sales clerk
- Sales coordinator

This unit group is part of:

- Minor Group [415: OTHER ADMINISTRATIVE OCCUPATIONS](#)
- Sub-Major Group [41: ADMINISTRATIVE OCCUPATIONS](#)
- Major Group [4: ADMINISTRATIVE AND SECRETARIAL OCCUPATIONS](#)

