

**Location:** Swanley, Kent (Partially Remote)

**Type:** Part-Time (10 hours per week) with potential for additional hours during busy periods.

**Overview:** As a Part-Time Sales Support and Administration Specialist at No Letting Go, you will be responsible for providing essential support to our fire and safety asset management services. This role offers a blend of on-site work in Swanley, Kent, and remote work from home. With the possibility of occasional site visits, this position presents a flexible opportunity to contribute to our team and potentially transition into a full-time role.

**Key Responsibilities:**

**1. Providing Quotations:**

- Prepare accurate quotations for clients using internal models, balancing asset requirements, location specifics, and other relevant factors.

**2. Checking New Purchase Orders:**

- Ensure purchase orders align with provided quotations and contain all necessary asset details.

**3. Purchase Order Set up:**

- Coordinate with local offices to schedule site visits and set up job schedules, maintaining meticulous records of purchase orders.

**4. Access and Asset Issue Tracking:**

- Assist local offices in resolving access issues and maintain comprehensive tracking spreadsheets.
- Collaborate with clients and property managers to address access challenges effectively.

**5. Reporting:**

- Generate and analyze weekly reports to monitor site visit completion and report submission timelines.
- Follow up on missing reports and escalate unresolved issues as needed.

**6. Meetings:**

- Attend weekly client meetings to provide updates on site-related matters and address any concerns promptly.

**Qualifications and Skills:**

- Previous experience in sales support, administration, or a related field preferred.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication skills, both verbal and written.
- Proficiency in using Microsoft Office Suite and other relevant software applications.
- Ability to work independently and collaboratively within a team.
- Prior experience in property management or fire safety asset management is advantageous.
- Maths GCSE C or above

**Additional Information:**

- The role involves a combination of on-site work in Swanley, Kent, and remote work from home.
- Opportunity for additional hours during busy periods, with the potential to transition into a full-time role.
- Occasional site visits may be required.

**How to Apply:** Send an email with your CV to Justine Tomlinson at [justinetomlinson@nolettinggo.co.uk](mailto:justinetomlinson@nolettinggo.co.uk)

Join No Letting Go and become an integral part of our team dedicated to ensuring the safety and security of our clients' properties. Apply now for this flexible part-time opportunity with potential for growth into a full-time role.