

Certero Sales Provisioning Support

Location: Warrington, Cheshire

Why Join Certero?

Certero develops, sells and delivers solutions to improve the management of ITAM/SAM, ITOM, SaaS and Cloud functions by greatly reducing the need for manual, people intensive legacy approaches that are still common place. As a 'one stop shop' Certero delivers their solutions via Products, SaaS or Services (People, Processes & Technology). With Certero's innovative technology being at the heart, many unique advantages can be realised by organisations globally, such as, having an up to date ELP 365 days of the year, not once a quarter; or having a holistic solution for on-premises, SaaS and Cloud resources, not having disparate solutions with disparate UI's and Data sets.

The Role

This is a highly varied role that requires a passionate, motivated, self-starter. You will initiate the coordination and implementation of processes and procedures and frequently have responsibility for specific projects and tasks. The role requires a hands-on individual with the skills and experience to deliver excellent customer service to both internal and external customers and support the global sales team to ensure the success of the organisational strategy. You will maintain knowledge about the strategy, products and aims of Certero and be able to perform the duties of the role in a professional manner to provide support to professionals, either as part of a team or individually. The role of Sales Provisioning Support requires excellent written and oral communication and the ability to multi-task and work well under pressure.

Responsibilities

Reporting to the Sales Support Manager, this role covers a variety of responsibilities, including but not limited to:

- Management of re-occurring revenue schedules
- Financial administration for re-occurring revenue and new business, including raising quotes, processing purchase orders and issuing invoices.
- Support the sales process through the creation of relevant documentation such as Statement of Work and Sales Proposals.
- Management of Licence Records.
- Preparation of internal reports and pricing for the sales team.
- Ensure Customer and Partner requests are handled quickly and efficiently.
- Ensure Price lists and pricing tools are maintained and updated as required.
- Participate and contribute effectively in sales team meetings.
- Utilise and maintain CRM system to manage sales opportunities.
- Support on RFP's / RFI's / tender opportunities.

Key Skills and Experience

Essential

Members of the Sales Provisioning Support Team will need to:

- Understand financial and sales administrative processes & procedures.
- Have a strong attention to detail.
- Knowledge and experience of Microsoft packages, including PowerPoint, Word and Excel
- Be a quick learner who enjoys a challenge and is looking to grow your career with an exciting company.

- Be passionate, work well under pressure and be driven by achieving.
- Be very good at prioritisation of skills and time management to balance key priorities.
- Strive to be a key part of a team and help drive forward the Sales Provisioning team.
- Be energetic, determined, positive, goal focussed and consistent - even under pressure.
- Be reliable.
- Be able to build trust and demonstrates integrity in all circumstances.
- Have the ability to understand IT
- Have previous experience of reporting
- Have a sound knowledge of Microsoft Office
- Have practical experience of a CRM Database software

The benefits of working for Certero

We're committed to creating a workplace where everyone is respected, our differences valued and people can be themselves without exception.

At a shade under 20,000 square feet and set in 2 acres of land, our UK Headquarters boast extensive free car parking facilities, electric vehicle charging, a gym, a recreation / relaxation space and access to state-of-the-art technology. In addition, we also believe in the importance of investing in our employees, and therefore offer some great benefits as standard:

- Competitive annual leave with an optional additional holiday-buy scheme.
- Bupa private medical care, with options to add family.
- Bupa app that provides access to a remote GP 24/7.
- Total-earnings Pension Scheme.
- Company Perk and Discount Portal.
- Free refreshments.
- Branded company polo shirts.
- Regular social events.