



SALES ADMINISTRATOR

THE COMPANY AND WHAT WE DO

We partner with healthcare organisations to deliver imaging solutions. Advanced diagnostics lead to improved patient outcomes and that requires the right equipment, expertly implemented and reliably supported. We work with manufacturers including Samsung Healthcare across diagnostic imaging, ultrasound, X-Ray and veterinary systems, connecting clinical teams with technology that helps them deliver faster, more accurate diagnoses.

THE ROLE

We are currently recruiting for a Sales Administrator to provide organised, accurate and responsive administrative support to our Sales team. This is a hands-on support role, helping to manage customer enquiries, process sales documentation, update CRM records, coordinate orders and keep communication flowing between Account Managers, customers, suppliers and internal teams. The role would suit someone who enjoys keeping processes on track, has strong attention to detail and takes pride in providing excellent administrative and customer service support.

KEY RESPONSIBILITIES

Sales team support: Provide daily administrative support to the Sales team, including diary coordination, document preparation, enquiry tracking, follow-up reminders and general office support.

Quotations and documentation: Check quote Jotform documentation for accuracy before sending to Commercial team for processing, and liaise with colleagues to ensure information is complete.

CRM and database management: Monitor CRM records, customer details, sales activities and opportunity information accurate and up to date, supporting reliable reporting and smooth handovers.

Customer service coordination: Act as a helpful first point of contact for routine customer and internal sales queries, ensuring requests are logged, followed up and directed to the right person where needed.

Sales reporting and administration: Support the preparation of sales reports, pipeline updates, meeting notes, customer correspondence and other administrative tasks that help the Sales team work efficiently.

A **Medhealth** Group Company

26-27 Capitol Park, Capitol Way, London NW9 0EQ

T: 0208 205 9500 | F: 0208 205 0585 | www.mishealthcare.co.uk | info@mishealthcare.co.uk

Medical Imaging Systems Limited trading as MIS Healthcare | Company No: 3472964 registered in England & Wales | VAT Registration: 707 3983 15

Required Skills

Administrative background: Previous experience in a sales administration, office administration, customer service or sales support role, ideally in a busy commercial environment desired

Accuracy and organisation: Strong attention to detail, good time management and the ability to prioritise competing tasks while maintaining accurate records and documentation.

Systems and communication skills: Confident using Microsoft Office, particularly Excel and Outlook, with experience of CRM or order processing systems preferred. A professional telephone manner and clear written communication skills are essential.

Objectives and Impact

The main purpose of the Sales Administrator is to keep the sales administration process organised, accurate and responsive. By maintaining clear records, supporting order processing and coordinating customer communication, this role helps the Sales team deliver a professional, efficient and consistent service to customers.

ABOUT YOU

- Experience in sales administration, customer service, office administration or sales support desired.
- Highly organised, able to manage multiple tasks, track actions and follow through on deadlines.
- Accurate and detail focused, with confidence handling quotations, customer records, sales documents and spreadsheets.
- Confident answering queries professionally by phone and email, and comfortable supporting both customers and internal colleagues.
- Good working knowledge of Microsoft Excel, Word and Outlook; CRM experience would be an advantage.
- Proactive, helpful and reliable, with a willingness to support the wider team wherever needed.
- Experience in healthcare, medical equipment or a technical sales environment would be useful but is not essential.
- You could also be a recent graduate looking to start your career in Sales

BENEFITS

- 25 days annual leave
- Private Health Insurance
- Group life Assurance
- Pension
- Annual pay review
- Rewards Platform
- Employee Assistance Programme
- Free onsite parking

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WHY MIS HEALTHCARE?

This is an exciting time to join MIS Healthcare. We are a successful and growing business, offering opportunities to get involved in a range of exciting initiatives.

There is a new full-time role of 5 days per week. Initially, the role will be office based and there will be opportunities for hybrid working.

To apply, please send your CV and covering letter to:

careers@mishealthcare.co.uk

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