

# Looking for a sales administrator (full- or part-time)

## Reporting to the senior sales administrator

### Carterwood (based in Bristol)

Carterwood offer expert opinion based upon market leading data, to enable our clients to make the most informed decisions. We provide solution-focused commercial due diligence as well as handling the sale and acquisition of property and businesses throughout the UK in the health and social care sector.

We have recently launched Carterwood Analytics, an online platform that provides an instantaneous and dynamic assessment of elderly care home markets across Great Britain for funders, developers, operators and advisors.



### Our goals

We have a growth plan in place for all three areas of Carterwood, encompassing Analytics, Advisory and Agency.

- Analytics: Double the number of companies subscribing to Carterwood Analytics in 2020.
- Advisory: Launch our innovative new products in 2020.
- Agency: Secure a pipeline of high quality development sites to put to market.

### Who we're looking for

- An experienced administrator to be responsible for updating and maintaining our CRM database.
- Someone who will be setting up users on our Carterwood Analytics portal and dealing with all the administration relating to clients' subscriptions.
- An analytical individual who enjoys creating reports and database exports.
- A team player who will work closely with the friendly, motivated sales and administration team and who enjoys a varied role to include general administrative duties.
- Someone who possesses excellent organisational skills and with attention to detail that is second to none.

### What we're offering

- A competitive salary and discretionary bonus scheme.
- Generous holiday entitlement of 25 days in addition to 8 bank holidays and a day off for your birthday.
- Flexible working policy.
- On-site parking.
- A commitment to wellness at work including annual flu vaccinations, fruit in the office and an established Social and Wellness Committee.

*"I love my job at Carterwood. Every day is different – even after eight years! It is fast paced, but the teamwork makes everything work smoothly and with a sense of humour. The directors are always appreciative and ready to say thank you. I wouldn't want to work anywhere else!"* Sadie Havens, senior sales administrator, joined us 2011

For more examples from our team, please visit our Join Us page on our [website](#)

## How to apply

If you are interested in applying for this position, please send a CV and covering letter to [joinus@carterwood.co.uk](mailto:joinus@carterwood.co.uk) quoting the reference SALES ADMINISTRATOR. Closing date for applications is **Monday 20th January 2020**. For a more detailed job description, please click the link to the [website](#)

