



Sales Administrator
(Specified Purpose Contract – Maternity Leave)
Location: Naas, Co Kildare

Company Profile:

OpenSky a European challenger brand to the large global software consultancies, delivering innovation across Government, Transport, Environment and Health sectors in the Ireland and the UK.

OpenSky have an excellent opportunity for a Sales Administrator – SPC Maternity Leave based in our Naas, Co Kildare headquarters. This an excellent opportunity for an experienced professional to utilise their skills and experience in an international working environment working with innovative technologies and solutions.

Why Join our Team:

OpenSky is a dynamic, exciting place to work. We hire exceptional people, and every one of them is empowered to think independently, take initiative and be innovative in their job. We are committed to ensuring that our performance and reward strategies are designed to effectively support our employees at every opportunity and offers an excellent work-life balance.

At OpenSky our employees enjoy the creative, agile and meaningful work they do, the resources and technology they have access to and the benefits we offer. The projects we work on make a real difference, and that's what makes us distinct in our industry. This very factor means that our employees get to work with the latest and emerging technologies.

We've built a truly unique culture here at OpenSky, where our employees are always learning, challenged with interesting projects and rewarded with fantastic benefits. We attract talented individuals from a wide range of cultural, geographic and educational backgrounds whom bring with them a rich variety of skills and experiences.

Our plan is simple; we hire the best people whom possess the skills, talent, expertise, experience and motivation that we require and when we find them, we help them grow, develop and achieve their goals.

The values we share help us to thrive and succeed, both as individuals and as a team. If you share those values, you'll fit right in!

The Job:

The role requires a dynamic and enthusiastic individual to pro-actively coordinate sales activities. You'll help various team members, who will rely upon you to provide efficient, accurate and completed information for their applications, tenders and contracts.

Your involvement can vary from the production of operational documents, sourcing documents, identifying diagrams/statistics, coordinating information and finalising elements for proposals, tenders and service documents. The ideal candidate will have excellent communication, organisational, interpersonal, multitasking and negotiation skills, and have the ability to work individually and as part of a team.

- Providing administrative support to the Sales Team
- Gather all information required by Sales Team to create reports
- Help and assist in the creation of tenders and contracts
- Writing up accurate and grammatically correct sales correspondence, reports, tenders etc.
- Accurately analysing and assessing statistical data
- Manage incoming and outgoing post, couriers etc. in line with Tender deadlines where required

Essential Skills:

- You have worked in a sales/deadline driven environment
- Minimum of 2-3 years' experience in Administration support
- Qualification in Secretarial/Office Administration or equivalent
- Computer literate with strong Microsoft Office suite skills
- Excellent oral & written communication, word processing, dealing with email and telephone enquiries
- Experience of establishing and maintaining effective relationships with internal and external stakeholders
- Excellent interpersonal skills and a proven ability to work effectively as part of a team, while also being able to carry out his/her own work under minimal supervision
- Ability to work under pressure and to tight deadlines
- Highly organised and flexible with strong attention to detail
- An enthusiastic person able to work under pressure to work in a busy office
- Experience working in multi-disciplinary teams

Desirable Skills:

- 2-3 years' experience as a sales support administrator
- Contracts and Tender experience an advantage

Personal Skills:

- A strong, high performing work ethic with a focus on personal development and clear goal setting

- Accurate and organised methods of working
- A hands-on approach with strong work ethic and the ability to work on your own initiative

The above statements are not an exhaustive list

What we Offer:

You will form part of a high-performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

- Competitive Salary – market adjusted
- Continuous Professional Development
- Education Assistance Programme
- Company Pension
- Incremental Increases in Annual Leave
- Employee of the Quarter Awards
- Employee Assistance Programme (EAP)
- Annual Health Screening
- Employee Referral Scheme
- Ethical Employer
- Friendly, fast paced atmosphere
- International working environment in a growing company
- Work with innovative technologies & solutions
- Personal development programmes

Please note we do not require the assistance of third parties

OpenSky Data Systems is an equal opportunities employer