

**Job Title:** “A-TEAM” Sales Administrator

**Salary range:** £23,000 - £25,000

**Location:** Secret Country Estate, Near Royston, Herts

If you feel you have been sent to prison with your current employer for a crime you didn't commit, then maybe you need to call the... “A-TEAM”.

### OUR MISSION

"Leading the compliance process through knowledge and service excellence to support the construction industry to deliver sustainable and high performing homes."

### ROLE SUMMARY

Want to be part of the “A-TEAM” ? We are the UK Industry-Leading Compliance Company, and we can PROVE it with our 5 Star Google Reviews. *"I like it when a plan comes together."*

The “A-TEAM” needs a new recruit. Looking for ambitious individuals who would like to develop and grow within our small family-friendly business. Previous experience within a similar role would be advantageous, but not essential. Our core values are key to our success: Attitude we can't teach skills we can:

**Trust - Accountability - Passion - knowledge - A-Teamwork**

You will receive our **Secret**-award-winning training and support throughout your career.

**Expectations:** You'll work alongside the elite to manage your clients and support the engineers based onsite.

We promote an entrepreneurial environment with a set of roles and responsibilities to match:

- ▲ Maintaining and developing relationships with existing clients, phone calls and emails.
- ▲ Sending proposals & giving general advice.
- ▲ Ensure our “A-TEAM” 5 STAR ☆☆☆☆ customer service rating is maintained
- ▲ Upkeep our secret purpose-built software with contact – quote - job information; clean and concise.
- ▲ Providing admin support to other members of the “A-TEAM” when on a mission.
- ▲ Fun is one of the responsibilities. Tough job, I know...

We are committed to giving you all the tools and support needed to meet expectations and continue your career.

### **What you'll need to become part of the "A-TEAM"**

- ▲ Let's start with the basics; a great attitude. We like people who turn can't to CAN.
- ▲ Innovative and ambitious. We love people who bring ideas and ambition to the A-TABLE
- ▲ The ability and want to learn (knowledge is power)
- ▲ Passionate about meeting expectations.
- ▲ Hardworking with a positive mindset. We have no negativity at "A-TEAM" HQ
- ▲ FUN, you have to have Fun during working hours.
- ▲ Teamwork makes the Dreamwork

### **What you get in return, IF being one of the "A-TEAM" and working for the UK industry leaders in sustainability and compliance isn't ENOUGH:**

- ▲ Comprehensive, exciting training programme covering all aspects of the job. Bring a good attitude, and we will teach you the rest; fear NOT.
- ▲ Social events. Yes, we are social animals. Special training at the local pub or our super summer social separates the men from the boys.
- ▲ Refer an "A-TEAM" recruit and on successful probation receive £1,000
- ▲ Charitable events. The "A-TEAM" always gives back to the people in need.
- ▲ X3 salary uncapped commission/bonus structure if you'd like to progress from Administration to a fully-fledged SALES mastermind
- ▲ Bounty payments. Monthly monetary payments £££
- ▲ Chance to voice your opinion with our regular secret "A-TEAM" meetups.
- ▲ Personal progression road map. Let's work together to bring ideas into reality
- ▲ Training, we will be happy to accommodate any form of training to better you as a person. Bring your game plan, and we will assist in your path to success.
- ▲ We promote mistakes. Mistakes are how we learn and recover quickly. Let's go again.
- ▲ Is that not enough ... Is that not ENOUGH?? We will be happy to listen to your thoughts, only when you become one of the special recruits who pass the "A-TEAM" selection.

Interviews will be carried out by phone, so no identity is compromised. If successful, it will be followed by a face-face informal conversation. Who wouldn't want to meet the "A-TEAM"?

We have a different approach to most organisations, if you haven't already noticed, so if you want to escape from your monotonous, unentertaining, none progression, dead-end job and think you've got what it takes to join the "A-TEAM", please get in touch...

Email your CV or questions to: [hireme@atspaceltd.co.uk](mailto:hireme@atspaceltd.co.uk); we will be happy to fire you back with answers to your questions or book you in for a conversation with our A-Player.