

APPLICANT PORTAL

JOB DETAILS: INTERN -BMS

Full details of the job.

APPLY

NOMINATE SOMEONE



Job Title Intern -BMS

Advert People make Sage great. From our colleagues delivering ground-breaking solutions to the customers who use them: people have helped us grow for more than thirty years, and people are driving our future as a great SaaS company. We're writing our next chapter. Be part of it!

At Sage, we recognize that the world of work has rapidly shifted over the last few years, particularly how we work. That is why we have committed to working in a hybrid way going forward. Human connection is an essential ingredient of the 4 principles that make up our Flexible Human Work hybrid framework and we want to be transparent in what that looks like when you join our Sage family. On one hand, our offices will continue to play an important role in our future and serve as a place for spontaneous conversations, connection, collaboration as well as focused time. On the other hand, we have learned to reimagine where and when we work and to unlock that flexibility and innovation for our colleagues offering them the opportunity to work flex across their home, Sage offices or customer sites.

We invite you to join us and help us write our next chapter. Follow us on our social media sites to join in conversations about open positions and company news! #lifeatsage #sagecareers. If you would like support with your application (or require any adjustments) please contact us at careers@sage.com for assistance. All qualified applicants will be thoughtfully considered and never discriminated against based on their race, color, age, religion, sexual orientation, gender identity, national origin, disability or veteran status.

Job Description The purpose of the role is to assist the Sales colleagues in the Medium segment with quoting & basic administrative duties.

- Key Responsibilities
1. Check all Opportunities before quoting.
 2. Check that correct tax country and branch are specified.
 3. Check that the Sales GP on CRM is calculated correctly
 4. Creating of New opportunities on CRM
 5. Email queries to address and respond
 6. Typing of quotations
 7. Follow up with customers to confirm receipt of quotes
 8. Phone customers to confirm appointments

Technical / Professional qualifications:
-Marketing /Sales Tertiary qualification will be advantageous
-MS office suite – critical
-Experience in Salesforce advantageous