

Curriculum Vitae



Sarah Thomas

Sales & Office Administrator at Base Structures

Nearly 20 years sales and administration experience, specialising in Architectural Ironmongery and computer software.

Qualifications

- Diploma – Guild of Architectural Ironmongers

Employment history

March 2018 – Present

Sales & Office Administrator, Base Structures

Responsible for assisting the Business Support Manager with the daily running of operations. Finance administration and providing support to Directors and Project Managers. H&S administration including maintaining up to date training records, assisting with the collation of supplier evaluation documents and updating of H&S portal. Assist in the preparation of direct sales email campaigns, newsletter and maintenance campaigns.

Feb 2016 – March 2018

Inside Sales, Telestream UK Ltd

Responsible for generating sales quotes and invoices. Responding to and following up sales enquiries for EMEA. Managing the process that ensures customers renew their annual software maintenance contracts.

Oct 2015 – Feb 2016

Technical Administrator, Carillion Plc

Responsible for producing asset register worksheets for compliance folder and all administration tasks.

Sept 2012 – Sept 2015

Sales Agent, Cemex

Responsible for looking after concrete plants that supply trade customers with concrete. Ensure all ordered are recorded accurately and actioned promptly. Proactive selling other building materials.

Jan 2011 – Sept 2012

Project Estimator, Hafele UK Ltd

Responsible for managing, preparing and coordinating schedules to meet the demands and requirements of a variety of tenders.

Jan 2005 – Jan 2011

Architectural Ironmonger, Hafele UK Ltd

Responsible for scheduling ironmongery and specifying sliding and folding doors for projects such as hotels and retail sectors.

Sept 2000 – Dec 2012

Sales Administrator, Hafele UK Ltd

Responsible for sales calls and providing technical support.