



# INFINITE INNOVATION

## SALES/PRE-SALES ADMINISTRATOR

r2p GmbH is a European market leader in intelligent market solutions, headquartered in Flensburg. We develop and sell intelligent technology systems for the mobile sector with highest quality standards: CCTV, passenger counting, Infotainment and fleet management with real-time data transfer for rail and road vehicles.

This role will be based on our UK office in Crawley, West Sussex, working for our **Nimbus Journey Information** brand.

We are very passionate about our work - the r2p team is characterized by a high degree of commitment, team-work, friendly manners and humour, placing a high value on good work-life balance.

We are looking for an experienced **Sales and Pre-Sales Administrator** to support the wider Nimbus team.

### THE ROLE

Ideally the role of Sales and Pre-Sales Administrator would suit a graduate looking for a first position, or someone looking for an office-based position supporting sales.

There is great potential for career progression within Nimbus/r2p, so this role would be perfect for an ambitious self-starter looking for a fulfilling career in Sales/Pre-Sales.

### DAILY TASKS

- + Assist in the generation of tenders, including writing PQQs and elements of tenders.
- + Take tender documents/quotes for contracts and create comprehensive briefs for the software and hardware teams.

- + Generate leads for the organisation to encourage a positive pipeline of prospective clients.
- + Work collaboratively with other staff to promote and sell both Nimbus Journey Information and the r2p Group.
- + Build a good rapport and strong working relationships with all existing customers by phone and mail as required.
- + Generate quotes by discussing client requirements with internal staff.
- + Be proactive in the project management process, keeping up to date with all key project milestones.

#### Purchasing

- + Assisting the General Manager in project-related purchasing activity.
- + Liaising with suppliers supporting the above activities.

### HOW TO APPLY

Please send your application (including CV, cover letter and your earliest possible starting date/salary expectations) to:

**RUSSELL GARD**  
RUSSELL.GARD@R2P.COM  
MANAGING DIRECTOR (NIMBUS JOURNEY INFORMATION)

### FURTHER INFORMATION

For further information please contact Nimbus Journey information for more details:

+44 (0)1293 887308  
www.nimbusjourneyinfo.com