

## Sales Support Administrator

### The Company

Smart software for creative people.

There are three things that make The Foundry unique:

1. Our forward-thinking approach to making creative software
2. The people that drive it
3. Meaningful relationships with our customers

Our software solutions are anything but ordinary. The workflows they create serve multiple industries and generally make doing creative things a walk in the park.

We know that tools in VFX are also relevant to designers and vice versa. It's that understanding that helps us to develop flexible, open products that solve problems.

The portfolio is as creative as it is technical, packed full of ground-breaking award-winning techy goodness that will have even the most demanding organization or one-man-show salivating.

We are a little bit proud of what we achieve at The Foundry and want to take you on our journey with us.

### The Role

The Sales Support Administrator will work closely with several Regional Sales Managers to assist in the day to day running of the sales department and upholding a good rapport with our customers and partners.

### The Responsibilities

- Sales order processing
- Supporting Regional Sales Managers with customer and licensing queries
- Providing excellent customer support
- Supporting UK key accounts including helping out with license counts, quotes & license generation
- Creating various types of licenses for both our customers and partners
- Working on Salesforce database and helping to maintain data
- Creating renewal quotations
- Keeping up to date with all new processes that require Sales Support input

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- Working with the Manager on business development projects.
- Creating reports & summaries

## The requirements

- It is essential that you have over 1 year's previous experience of working in a busy administration environment, ideally in sales administration
- Experience in a customer service environment beneficial
- Strong IT skills and good working knowledge of Microsoft Office
- Database skills. Ideally Salesforce CRM but training will be given.
- Excellent communication skills with good spoken and written English.
- Assertive and approachable, you will be a team-player and a good communicator who can ensure that you are proactively aware of the needs of teams that you support
- Professional with a methodological approach to tasks, you must be able to effectively prioritise and organise your workload to support the team accordingly, contributing towards the highest standards of service we provide for our customers.
- Someone who is flexible and able to deal with change and a busy workload.
- Possesses a can-do attitude and is committed to getting the job done

## Applying

If you meet the criteria, are eligible to work and are interested, please send your covering letter, CV, salary expectations and notice period to [jobs@thefoundry.co.uk](mailto:jobs@thefoundry.co.uk) with the subject "Sales Support Administrator".

## More About Us

The Foundry was established in 1996. It is now the fastest-growing company in its field today, and is internationally renowned for its collaborative and open approach to software development.

Led by CEO Bill Collis and a management team that still includes the original founders, The Foundry is backed by The Carlyle Group with a substantial portion still owned by the staff.

The Foundry develops award-winning computer graphics and visual effects (VFX) software used globally by leading artists, designers and creative professionals. The portfolio lets users create inspiring and technical high-end visuals across a wide range of industries including product and concept design, marketing & advertising, media & entertainment and game development.

In September 2012, The Foundry added MODO, a 3D software package that combines modeling, painting, animation and rendering, to its portfolio. In addition to MODO, the product

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line includes NUKE (industry standard compositing), HIERO (shot conform and review), MARI (3D digital painting), KATANA (a look development and lighting framework), FLIX (collaborative visual story development), OCULA (a stereoscopic correction toolset) as well as a range of plug-ins.

In the design world, MODO enables the creation of a huge variety of things from products and advertising material to games assets, animation projects and beyond.

All of the company's products, including MODO, are used to create breathtaking visual effects sequences on a wide range of features, television projects and commercials. High profile examples include Gravity, Pacific Rim, World War Z, The Hobbit and the 2013 Oscar® winner, Life of Pi (Best Visual Effects). In television examples include Once Upon A Time, Falling Skies, Boardwalk Empire and Game of Thrones.

Clients include major feature film studios and post production houses such as Pixar, ILM, Double Negative, The Moving Picture Company, Walt Disney Animation, Weta Digital, Framestore and Sony Pictures Imageworks.

In 2013, The Foundry made the Sunday Times Tech Track 100 for the fourth consecutive year, ranking in 92nd position. This year, the company has also been shortlisted for categories in the UK Tech Awards and the National Business Awards. The Foundry's CEO Bill Collis was recognized as the UK Technology winner for the Ernst & Young Entrepreneur of the Year award.