Job Description

SERTUS

16.11.2026 | V1.3

Sales Support Executive

Job title	Sales Support Executive
Department	Sales
Reports to	Sales Manager
Responsible for	N/A

JOIN THE SERTUS TEAM

We're looking for an organised, proactive Sales Support Executive to help keep our sales team running smoothly.

Based at our Cranleigh office, you'll coordinate customer enquiries, manage diaries and meetings, maintain accurate CRM records and produce sales reports. You'll play an important role in freeing up our sales team to focus on building relationships and winning business.

WHAT WE'RE LOOKING FOR

- Excellent organisation and communication skills
- Confidence managing multiple priorities and following up actions
- Strong attention to detail and confidence working with numbers
- Experience with Microsoft Office and CRM systems (HubSpot desirable)

INTERESTED IN JOINING SERTUS?

If you're reliable, proactive and enjoy making things happen, we'd love to hear from you.

Apply / Request full job description