



Sales Co-Ordinator

Are you looking for an opportunity to have significant impact at a great company while building your career? Censornet is seeking a highly motivated Sales Co-ordinator to assist our sales and finance teams.

As the Sales Co-Ordinator you will be responsible for:

License Management and Product Provisioning:

- You will be responsible for the day to day management of software licenses for customers, resellers and distributors in the arena of internet security.
- You will generate live and trial accounts for our solutions while maintaining accurate records of this via our CRM system.
- You will be required to support pre-sales, sales, management, internal support, development, renewals and the customer base, with their queries and requests, while also being a source of knowledge for license details.

Order Validation:

- You will receive external purchase orders and will be required to 'validate/confirm' the pricing is accurate against our pricing sheets, products and CRM system. Any anomalies you would query with sales and management. Once validated you will generate the live accounts, update all records associated with it and inform the relevant parties.
- You will prepare draft sales invoices based on the validated purchase orders for the Finance team to review.

Approvals, Notifications and Reporting:

- You will receive customer/resellers requests to access our web portal. You must validate these requests with the sales team and then approve or reject.
- You will receive notifications for changes made by partners/resellers for our products. You will be responsible for double checking what has been purchased and is live, against any changes made and if inaccurate, liaise with the partner and sales agent to ensure follow up e.g. additional purchase is made.



- You will have responsibility for the integrity of the licensing system and will need to review and update regularly to ensure only valid licenses are live
- You will prepare the summary and usage report for monthly billed customers for invoicing by the Finance team

The successful candidate will have the following skills and experience:

- Adaptable, dynamic, self-motivated team player with excellent organisation, follow-up skills and a capacity for multi-tasking
- Accuracy and diligence are important in this role as data must be aligned across several systems
- A software licensing background would be preferable
- Teamwork is key as you will be liaising with many different departments in the company
- Good time management is key to the role's varying demands

The successful candidate can expect from us:

- Competitive salary
- Share Options
- Private Medical Insurance, Critical illness cover and Death in Service
- Pension
- 24 days holiday, additional days holiday for your birthday and standard UK Bank Holidays
- Free parking
- Personal development

About Censornet:

Censornet is the leading force in innovative and automated cloud security that offers robust, consolidated solutions for businesses. Our unique security platform and approach has led to more than 1,500 customers globally selecting us to protect their millions of users from a range of security threats. From the point of user access to deep granular transparency and control, our security suite helps organizations embrace the potential of the cloud without compromising security or limiting users. The company is headquartered in Basingstoke.