



Pre-Sales Administrator  
UTP Merchant Services Limited  
£18,000 - £19,000 DOE

UTP Merchant Services Ltd is a fast-growing company within the Financial Services industry, providing a range of leading credit and debit card payment solutions to businesses across the UK.

We are looking for a motivated person to join our existing internal Pre-sales team.

The ideal candidate will need to be good with numbers, having an A level or above in maths would be an advantage but not essential. In return UTP can offer progression and an opportunity to develop your knowledge of the financial sector.

**Essential:**

- GCSE C or above in Maths and English
- Confident communicator
- Proactive and intuitive
- Highly motivated and result driven
- Adaptable to a changing workload

**Role Responsibilities:**

- Answering office phone and providing accurate messages to the team
- Learning processes from each department
- Keeping records up to date reporting information when required
- Outstanding communication and interpersonal skills
- Excellent organisational skills
- Excellent knowledge of MS Office particularly Excel
- Develop and utilise a good understanding of UTP's products and services
- Dealing with enquiries in a timely and efficient manner from both internally and external teams.
- Develop an understanding of our revenue structure and pricing.
- Resolving any issues that might arise during the sales process
- Confidently dealing with customers over the phone
- General administration duties

**Company Benefits:**

Monday – Friday  
No shifts or bank holidays  
Competitive basic + comms  
21 days holiday  
Company pension scheme

If you would like the opportunity to be part of a company that offers real rewards for your effort, please send your CV to the below details.

Email: [Bethany.Kitchen@utpgroup.co.uk](mailto:Bethany.Kitchen@utpgroup.co.uk) / DD: 01424 456323