



Glanua



#JOB-2437760



Wakefield, United Kingdom,



No of positions : 1



Paid Position



39 hours per week



Negotiable



31/03/2026



28/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



Open your camera app & point here to view this ad online



Construction - Sales and Data Support Analyst

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The main duties and responsibilities of the Sales and Data Support Analyst are outlined as follows:

CRM Administration

Maintain, update, and manage the CRM database to ensure all customer, opportunity, and sales pipeline information is accurate and up to date.

Support the setup and maintenance of workflows, data fields, and reporting structures within the CRM.

Ensure data integrity through regular validation and cleansing activities, ensure all data inputs remain decision-grade.

Act as the point of contact for CRM-related queries and support.

Data Analysis & Reporting

Extract and analyse data from the CRM to provide management with clear, actionable insights.

Create and maintain dashboards in Power BI (or Excel) to visualize key metrics such as:

Sales performance and conversion rates

Customer engagement and pipeline health

Revenue forecasting and trend analysis

Maintain real-time reporting on pipeline strength, bid status and conversion likelihood.

Develop regular reports (weekly, monthly, quarterly) for both internal stakeholders and client reviews.

Interrogate data to identify trends, anomalies, and opportunities for process improvement.

Proactively flag risks or discrepancies to leadership.

Enable fact-based confidence in commercial outlook and data led decision-making.

Sales Administration Support

Support tendering and quotation processes by collating and presenting relevant sales data.

Assist Sales Director & Sales Leads in the collation of data and market information to make informed decisions on the qualification of sales leads according to Group strategy.

Track and monitor opportunities, bids, and contract renewals.

Coordinate with procurement, finance, and operations teams to ensure data alignment and accurate reporting.

Assist with document control, scheduling, and communication for the sales and client account management teams.

Track actions, handovers, and deadlines to ensure every opportunity is delivered and action dates are not missed.

Stakeholder Engagement

Act as a trusted partner to internal sales, tendering and delivery teams in sales administration and data analytics.

Ensure an integrated approach between sales, tendering, operational delivery and other functional areas within the Group in accordance with Group SOPs.

Promote collaboration across teams and spot opportunities for Group synergies.

Ensure consistent approach across all market verticals and geographic locations.

Represent Glanua in a positive and professional manner both internally to key stakeholders and externally to perspective clients/consultants.

Key Skills & Competencies:

Strong data management, reporting, and analytical skills.

Proficiency in CRM systems (e.g., Salesforce, HubSpot, Dynamics, or similar).

Skilled in Power BI, Excel, and data visualization tools.

Excellent attention to detail and data accuracy.

Strong organizational and communication skills.

Ability to translate raw data into meaningful insights and visual presentations.

- **Sector:** construction

Career Level

- Not Required