



# Sleepeeze

ESTABLISHED 1924

## **Contracts Administrator**

**Full Time, Permanent**

**37.5 hours per week**

**Salary Range: circa £21,000 - £23,000 per annum (depending on experience)**

We are looking for a suitable individual with a 'can do' and flexible attitude to join our Contracts & Export team.

Reporting to the Project Manager, the successful candidate will be working on current hotel projects and assisting with daily customer requirements. You will be the first point of contact for designated customers, answering questions and servicing clients

The main duties will include:

- Order processing, planning and scheduling to customers (UK customers)
- Updating customers with order and delivery times
- Liaising with hauliers
- Solving problems and customer's queries over email and telephone
- Providing administrative support to the commercial team

Ideally, you will have proven experience of working in an administrative role in a similar environment.

The role will involve regular telephone contact with customers. Therefore confidence on the telephone and a well presented and professional approach are essential.

You must be proficient in the use of IT packages including e-mail, MS Word, Excel & PowerPoint as well as social media and have a good eye for detail.

Applications are invited from all sectors of the community. Whatever your age, gender, disability status, sexual orientation, religion, ethnicity or family circumstances, we make it our business to make sure that you are treated with fairness and respect.

Please submit your CV and cover letter to [careers@sleepeeze.co.uk](mailto:careers@sleepeeze.co.uk)