

Customer Service Advisor / Sales Office Administrator

Full time, 37½ hours per week

Permanent

Salary: c£19,000 per annum

We are looking for an ambitious, professional and career-minded individual to support the existing Sales Office team in a thriving business. This is an excellent opportunity for the right individual to work as part of a friendly and driven team, assisting with the day-to-day administration and operation of the Sales department.

You will be:

- Processing sales orders through the system
- Inputting data to relevant systems and data bases
- Supporting the sales and customer service teams in delivery key performance indicators
- Ensuring that customers' orders are delivered in time and in full
- Helping to create and submit sales or query reports for management and the sales team
- Receiving high volumes of incoming telephone calls and handling all enquiries

Ideally, we are looking for an efficient, well organised individual capable of dealing with a variety of tasks simultaneously. Experience in an administration or sales environment as well as good computer skills with a proficiency in Excel are essential for this role.

Experience with SAGE 1000 would be a distinct advantage.

The working hours are:

- Monday-Friday 8.30am-5.00pm

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.