

SALES ADMINISTRATION – FULL TIME

PENRYN

Job Brief

We are looking for an experienced sales administrator to join our office team and help achieve our goals as the UK's leading springs & pressings supplier. You will serve as the main liaison between customers and our factories by means of booking, adjusting and progressing purchase orders and enquiries.

Our ideal candidate is goal orientated, has exceptional organisational skills, is keen to learn and enjoys being part of a team.

Responsibilities

- Customer relationship management - communicate daily to the customer in person, by telephone, fax and email, to secure the development of accounts
- Provide assistance and accurate information to the factory to ensure maximum efficiency
- Maintain and update sales and customer records
- Check data accuracy in orders and invoices
- Liaise with various departments to ensure timely deliveries
- Communicate important feedback from customers internally
- Ensure targets are met
- Stay up-to-date with new products and features

Requirements

Good general education including 5 GCSE's (Grade C or above - including Maths and English) or equivalent

Hands on experience with MS Office

Good written and verbal communication skills

Confident telephone manner

Experience *(Preferred but not Essential)*

Customer service experience

Database experience

Proven office administration experience

Knowledge and abilities

Ability to work on your own and as part of a team

A high level of dedication

Ability to work under pressure

Capability to maintain confidentiality in the workplace

Training will initially start in the Redruth factory for three months with the final position being based in Penryn.

Salary £19,000