

VACANCY

Sales & Order Entry Administrator

Location: Alfreton, Derbyshire

Hours of work: Monday to Friday 9.00 am to 5.00 pm

Due to continued growth, we are looking to recruit an experienced Sales & Order Entry Administrator to join our Sales Team.

Flexibility is key in this role supporting the Sales Department with Order Entry/Administration activity.

Your primary purpose in this role short term is to allow the order to be processed, as this becomes more automated, you will transition into more of an admin support role to the Sales Department.

In addition to this as our Sales & Order Entry Administrator you will be responsible for:

- Processing orders received
- Order Entry using the system
- Flex between different order types and use of systems
- Taking In-bound enquiries from Agents querying orders
- Communicating requirements to Agents and internal colleagues
- Ad-hoc sales related duties as required

In order to be successful in this role you must have / be:

- Customer focused with strong communication skills and a high level of attention to detail.
- Ability to successfully work as part of a team is essential for a good fit and to ensure the smooth running of the Department.
- Excellent organisational and administrative skills, together with an ability to deliver high standards of customer service in a friendly, positive, and professional manner.
- A self-managing and proactive approach to work requirements and a “can-do” attitude and willingness to cross train is essential along with the desire to learn new skills.
- Competent user of the Microsoft Office suite

If you feel you have the necessary skills and experience to be successful in this role, send your CV and a covering letter to Denise Giannino – Group HR Manager.

CLOSING DATE 27TH SEPTEMBER 2024