

SALES ADMINISTRATOR

JOB REF: 0529

Our client is a well-established company offering a full range of roof windows, blinds, timber loft ladders, flashings, electric operation kits and accessories and is Europe's fastest growing roof window manufacturer. This role will be based in their Cookstown offices.

Job Purpose

We are looking for dynamic people who are commercially driven, self-motivated, well organized, have good communication skills and sound business awareness. Upon completion of 'on-the-job training' the successful candidate will be expected to work on their own initiative within the internal sales team and liaise directly with customers.

Responsibilities:

- Input and process sales orders for the full range of products
- Support external sales team with the management of customer database on daily basis
- Responsible for reception duties i.e. answering incoming calls, welcoming external customers to the office
- Manage customer queries via telephone, email and post
- Carry out all sales administration roles – filing, posting, printing

Person Specification

- Good organisational skills
- Confident telesales, with a focus on customer service
- Attention to detail is essential
- Competent in the use of various IT programmes, including Microsoft Excel
- Ability to prioritise, demonstrate flexibility and adaptability in a busy office environment

Experience in a similar role, within a manufacturing environment is desirable

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

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