

Sales Administrator**Price £0****AD**Ad URL: <https://loot.com/15286531>

Ad reference number #15286531

**DEALER**

TeamJobs

info@adview.online**DESCRIPTION**

Ad Type:	Offered
Posted on:	16/08/2020, 02:51

DESCRIPTION

Successful applicant will be required to undertake the following duties:

Provide administrative support to the Sales Department
Respond and manage all customer queries
Sales order processing
Tracking orders
Input into internal systems and produce necessary reports
Liaise with internal departments and external contractors

Requirements:

At least 2 years of **Sales Admin within manufacturing company**
Working knowledge of MS outlook, Word, Excel
Experience of working with CRM systems
Ability to work with minimal supervision

Job details:

Working hours: Monday - Thursday: 8 am - 4:45 pm; Friday: 8 am - 12:15 pm



Sales Administrator

Price £0

Location: Ferndown

Salary: £9 p/h (permanent salary equivalent is £19,100 per annum)

Reason for the temporary role: Maternity cover

BASIC INFO

Job Type: | Contract