

Multilingual Senior Sales Administrator

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Company: Pin Point Recruitment

Location: Gateshead

Category: sales-and-related

Multilingual French Spanish Senior Sales Administrator

Temporary 6 month contract

Gateshead – hybrid

£30,000 per annum or £15.60 per hour

We are looking for an experienced Sales Administrator with experience of pricing, lead time enquiries, order entry and back office management. Additional responsibilities overseeing work of a colleague and offering direction.

To be successful in this role you will need to be fluent in French or Spanish and be bilingual in English too.

Duties:

* Checking pricing, availability of parts, billing & shipping address.

* Order processing of spare parts / machines and complete product orders using SAP / SD ERP system

- * Configuring machines based on specifications provided by product specialists
- * Responding to quotes, lead time and general enquiries from existing and new customers.
- * Liaising with various technical departments across multiple sites worldwide for assistance based on technical enquiries received from distributors
- * Notify customers on progress of orders and when ready to ship
- * Verifying documents package when orders are ready to ship
- * Investigating and resolving dispute resolutions (wrong part shipped, short shipment, damaged delivery)
- * Creating request of credit and debit memos.
- * Maintaining spreadsheet files
- * General day to day administration (filling, answering telephone etc.)

Experience & Qualifications:

- * Bilingual in English and French or Spanish
- * Excellent communicator & team player
- * Good SAP / Excel skills are mandatory (Sap Hana 4, module SD)
- * Methodical and with organizational capacity
- * Good management of stress and problem solving

* Understanding/experience in international shipping

This role is offered over six months on a weekly payment basis, only those who clearly demonstrate the required skills and language competencies will be considered

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