

## National Account Administrator

[Apply Now](#)

Company: Tailored Recruitment Consultancy

Location: Shipley

Category: management

Tailored Recruitment Consultancy are working closely with a Distribution business in Bradford to recruit an experienced National Account Administrator.

Working with one of the companies most prestigious accounts your duties will involve

Quoting via email or online portal for our designated national based customers.

Converting quotes into sales orders and updating the customer portal or sending order confirmations as appropriate.

Maintaining customer records as required.

Inputting opportunities into CRM system

Dealing with incoming telephone or email enquiries, see the issue through to a positive outcome for both parties

Following up quotes by telephone and logging on CRM.

Clearing completed emails from the communal National Accounts inboxes as required.

Ensuring the department continues its functions in the absence of the Department Manager.

Communicate any issues to the Department Manager as they arise.

Providing our customers with exceptional customer service levels.

The Person

Ability to work with customers over the telephone and in person

Ability to build strong relationships

Keen eye for detail

Strong IT skills

For further information Apply Now!

[Apply Now](#)

#### **Cross References and Citations:**

- 1. National Account Administrator**[Courtjobs Jobs ShipleyCourtjobs](#) ↗
- 2. National Account Administrator**[Free-hiringJobs ShipleyFree-hiring](#) ↗
- 3. National Account Administrator**[TollywoodjobsJobs ShipleyTollywoodjobs](#) ↗
- 4. National Account Administrator**[Entrepreneurshipjobs Jobs Shipley](#)  
[Entrepreneurshipjobs](#) ↗
- 5. National Account Administrator**[Nzjobscentral Jobs ShipleyNzjobscentral](#) ↗
- 6. National Account Administrator**[SupervisorjobsJobs ShipleySupervisorjobs](#) ↗
- 7. National Account Administrator**[Findjobshiringnearme Jobs Shipley](#)  
[Findjobshiringnearme](#) ↗

8. National Account Administrator Riyadh jobs Jobs Shipley Riyadh jobs ↗
9. National Account Administrator Oil and Gas jobs Jobs Shipley Oil and Gas jobs ↗
10. National Account Administrator Study jobs Jobs Shipley Study jobs ↗
11. National Account Administrator Dentist jobs Jobs Shipley Dentist jobs ↗
12. National Account Administrator Search Canada jobs Jobs Shipley Search Canada jobs ↗
13. National Account Administrator Buenos Aires jobs Jobs Shipley Buenos Aires jobs ↗
14. National Account Administrator Technology jobs Jobs Shipley Technology jobs ↗
15. National Account Administrator The Job Search Jobs Shipley The Job Search ↗
16. National Account Administrator Helsinki jobs Jobs Shipley Helsinki jobs ↗
17. National Account Administrator Recruitment jobs Jobs Shipley Recruitment jobs ↗
18. National Account Administrator App Developer jobs Jobs Shipley App Developer jobs ↗
19. National account administrator Jobs Shipley ↗
20. AMP Version of National account administrator ↗
21. National account administrator Shipley Jobs ↗
22. National account administrator Jobs Shipley ↗
23. National account administrator Job Search ↗
24. National account administrator Search ↗
25. National account administrator Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/national-account-administrator-shipley-tailored-recruitment-221434355/>

Generated on: 2024-05-03 by Expertini.Com