United Kingdom Jobs Expertini®

SALES ADMINISTRATOR

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Company: Nominate Recruitment Ltd

Location: Ballynahinch

Category: other-general

The Right Client- Nominate Recruitment are thrilled to be partnering with a successful Business based in Ballynahinch. The Right role: Responsible for taking orders on daily basis, processing orders and dealing with all customer queries Managing and maintain existing customer base and generating new business. Responsible for all pricing and track all competitors pricing Administration and support and liaising with Fuel drivers on deliveries and operation of the in-house system, Dreamtec Oversee all payment from customers where necessary and liaising with credit control department in relation to customer balances, payment terms ensure all stock is allocated and all correct and in order at month end. Answer phone efficiently and in professional manner To provide customer with necessary information on pricing / product. Proactive calls to potential customers and meeting proactive targets where necessary The Right Fit: Previous experience in a Sales Admin / Customer Service role. Able to work as part of a team.

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