

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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