

Sales Administrator

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Company: West Riding Recruitment

Location: Dewsbury

Category: other-general

Sales Administrator required to join an established and recognised business within the Dewsbury area.

The responsibilities of the Sales Administrator are -

- Processing of sales orders for a range of customers on to SAP
- Handling telephone calls from end users and retail customers
- Dealing with couriers/carriers
- Handling incoming emails within agreed service levels

Experience within a customer service admin environment would be an advantage along with excellent IT skills.

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