

Sales Administrator

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Company: System Recruitment Limited

Location: Flint

Category: other-general

Sales Jobs Flint, Wales £25000 - £26000 per annum Benefits Permanent [Apply Now](#)

Sales Administrator

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Job Type: Permanent

Location: Flint, Cheshire / Deeside

Post Code: CH7 1AP

Salary: £25,000 Benefits

Start Date: ASAP

Established engineering company require a Sales Administrator to join their team in Cheshire / Deeside.

Main duties

- * As part of the UK Sales Delivery team, you will based & work from the Head Office with a focus on quoting, placing and managing internal orders.
- * You will also be responsible for the timely quoting, placing and defining of purchase orders and monitor their progress through from receipt of customer order to delivery into the UK.
- * Build quotes from the in house configurator software package.
- * Assist in the development of the customer portfolio together with the Area Sales Managers and Technical Sales Team.
- * Ensure regular follow-up as required with the customers, provide answers to all commercial or technical requests.
- * Develop cross-selling opportunities and customer loyalty on the existing accounts.

* Help in maintaining regular reporting on agreed KPI's relating to Offers, Net Sales, Customer visits, forecasts, aged debt and market intelligence.

* You will assist in all areas of spare parts sales from promoting the product line to assisting with identification with the customer.

Qualities required

* You will be a motivated individual with excellent time management and a confident member of a team able to assist and communicate with staff at all levels.

* You will be punctual, reliable and possess excellent written and verbal communication skills.

* Having excellent IT skills with focus on Microsoft Office applications you will be looking for a career with excellent progression opportunities within an International company.

The role will suit anyone working as a Sales Administrator, Sales Executive, Inside Sales, Internal Sales, Account Manager and be living within a commutable distance of Flintshire, Mold, Ruthin, Chester, Deeside, Wrexham or be willing to relocate.

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