

## Sales Administrator

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Company: Elizabeth Michael Associates LTD

Location: Giltbrook

Category: management

Sales Administrator

Eastwood, Nottingham

£23,000 - £24,000 per annum

Mon-Fri, Full Time, 8:30-5pm

We are currently seeking a highly organised and detail-oriented individual to join our Client as a Sales Administrator. The successful candidate will play a crucial role in ensuring smooth order processing and exceptional customer service.

The Sales Administrator will be responsible for accurately processing and managing orders, coordinating with internal departments to ensure timely order fulfilment, and providing excellent customer service through clear communication via phone and email. Proficiency in SAP and experience in order processing functions are essential for this role.

Responsibilities:

\* Process incoming orders following established company policies and procedures.

- \* Verify the accuracy of order information, including product details, pricing, and delivery addresses.
- \* Coordinate with internal departments such as logistics, production, and finance to facilitate smooth order fulfillment.
- \* Communicate with customers to confirm order details, address inquiries, and provide updates on order status.
- \* Resolve issues or discrepancies related to sales orders promptly and professionally.
- \* Generate necessary documentation, including order confirmations, delivery notes, and shipping labels.
- \* Maintain accurate records of sales orders and related data in the SAP system.

Qualifications:

- \* Proven experience in an office environment or similar role, with proficiency in SAP preferred.
- \* Strong understanding of sales order processing procedures and practices.
- \* Excellent attention to detail and ability to maintain accuracy in a fast-paced environment.
- \* Exceptional communication skills, both verbal and written.
- \* Strong problem-solving abilities and effective task prioritization.
- \* Proficiency in computer systems and software programs, particularly SAP, MS Excel, and MS Outlook.
- \* Ability to work well under pressure and meet tight deadlines.

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