

## Sales Administrator

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Company: Thornhvac Ltd

Location: Holmes Chapel

Category: management

Sales Administrator required in Holmes Chapel.

Salary c£24k+bonus.

### THE COMPANY/BENEFITS

- \* A well established distributor of engineering products, with a strong trading history.
- \* Ongoing expansion, with a recent move into larger premises to support customers.
- \* Career development opportunities within branch operations, projects & sales.

### THE ROLE

- \* Assisting customers over the phone and via email with the supply of mechanical equipment and spare parts.
- \* Providing quotations for customer projects.
- \* Processing orders.
- \* Liaising closely with Sales and Logistics to ensure delivery of parts & equipment.
- \* Daily usage of IT systems to include office, excel, outlook and in-house systems, with full training given.

### THE PERSON

- \* Excellent office administration, customer service and IT skills required.
- \* Previous experience preferred in an engineering sales environment, however not essential and full training will be provided on products and equipment.

\* Able to work a 40 hour working week (normal office hours), Monday-Friday.

\* Suitable previous roles include Sales Administrator, Internal Sales, Estimator.

## THE PACKAGE

A basic salary c£24k.

Monthly bonus paid on company performance, usually c£3k over the year.

Pension, healthcare, 24 days holiday + bank holidays.

## THE LOCATION

Based in Holmes Chapel.

Suitable areas include Sandbach, Middlewich, Congleton, Knutsford.

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