

Sales Administrator

[Apply Now](#)

Company: PBA Sales Recruitment

Location: Manchester

Category: management

Sales Administrator

£25,000 to £30,00 basic salary plus benefits and much more

Manchester (M8)

We are a leading independent distributor of chemicals based in the UK. We currently have an opportunity for a Office Sales Admin working for our chemicals division.

This is very much a customer focused role, a large proportion of your day will be spent liaising with customers and clients, assisting with orders and dealing with queries, ensuring that a high level of customer service is achieved at all times.

Key Responsibilities

- First point of contact for all customer queries, issues and complaints
- Organising breakdown/service call outs on equipment
- Handling incoming / outgoing calls and correspondence

- Monitoring inventory and production stock in the Manchester operation
- Daily communication with sales teams in the Northern sales territories
- Assisting with purchasing and sales orders
- Maintaining pricing and other documents

Ideal Candidate:

- Degree educated
- Previous sales administration experience within a similar environment
- The ability to work individually, as well as part of a team
- Empathy and professionalism when dealing with customers
- Self-motivated and capable of managing your time effectively
- Good organisation skills and ability to prioritise
- A good level of IT literacy with working knowledge of Microsoft Excel
- Be able to demonstrating excellent written and verbal communication skills

This role would be of interest to someone with experience in: Sales Office, Sales Administrator, Sales Office Administrator, Office Assistant, Sales Office Assistant, Sales Administration, Invoice, Sales calls, Customer Service Administrator, reception, telephonist, sales invoices, sales team, Administrator, Sales admin, office assistant, office junior, junior administrator, accounts

If you possess the skills and experience listed above and would like to find out more,

send a copy of your CV to PBA Sales Recruitment.

Due to the nature of our business we will only reply to those candidates who we feel have the relevant sales experience for this role.

To view more sales opportunities please visit www.pbasalesrecruitment.co.uk

[Apply Now](#)

Cross References and Citations:

1. Sales Administrator [Cinemajobs Jobs ManchesterCinemajobs](#) ↗
2. Sales Administrator [Neurologistjobs Jobs ManchesterNeurologistjobs](#) ↗
3. Sales Administrator [Bangladeshjobs Jobs ManchesterBangladeshjobs](#) ↗
4. Sales Administrator [AfricajobscentralJobs ManchesterAfricajobscentral](#) ↗
5. Sales Administrator [KualalumpurjobsJobs ManchesterKualalumpurjobs](#) ↗
6. Sales Administrator [Iexpertini Jobs ManchesterIexpertini](#) ↗
7. Sales Administrator [HungaryjobsJobs ManchesterHungaryjobs](#) ↗
8. Sales Administrator [NzjobscareerJobs ManchesterNzjobscareer](#) ↗
9. Sales Administrator [Smartjobsearch Jobs ManchesterSmartjobsearch](#) ↗
10. Sales Administrator [Clerkjobs Jobs ManchesterClerkjobs](#) ↗
11. Sales Administrator [Uzbekistanjobs Jobs ManchesterUzbekistanjobs](#) ↗
12. Sales Administrator [MobileappjobsJobs ManchesterMobileappjobs](#) ↗
13. Sales Administrator [CounselorjobsJobs ManchesterCounselorjobs](#) ↗
14. Sales Administrator [Veterinaryjobs Jobs ManchesterVeterinaryjobs](#) ↗
15. Sales Administrator [Chinajobs Jobs ManchesterChinajobs](#) ↗
16. Sales Administrator [Philadelphiajobs Jobs ManchesterPhiladelphiajobs](#) ↗
17. Sales Administrator [SocialworkjobsJobs ManchesterSocialworkjobs](#) ↗
18. Sales Administrator [Srilankajobs Jobs ManchesterSrilankajobs](#) ↗
19. Sales administrator [Jobs Manchester](#) ↗
20. AMP Version of Sales administrator ↗

21. **Sales administrator Manchester Jobs** ↗
22. **Sales administrator Jobs Manchester** ↗
23. **Sales administrator Job Search** ↗
24. **Sales administrator Search** ↗
25. **Sales administrator Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/sales-administrator-manchester-pba-sales-recruitmen-221413212/>

Generated on: 2024-05-03 by Expertini.Com