

Sales Administrator

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Company: Progressis

Location: United Kingdom

Category: other-general

A close knit, family feel business who are based near Bartley Green (with parking on site) are seeking a personable, driven, Sales Administrator to join their team, on a full time, permanent basis. If you have previous experience within a similar, people focused role and a professional, innovative approach to work, then this may be the role for you!

You will enjoy a varied role, you will be the first point of contact for anything sales related.

You will be responsible for all inbound and outbound calls, logging orders onto the systems and processing orders. You will also liaise with clients as well as the staff on site to ensure the production process runs smoothly, supporting the ordering process end to end. The successful candidate will have previous experience in either a customer focused or administrative role, experience within a sales environment isn't required however some commercial awareness would be beneficial. You will be a driven, engaging individual who enjoys building relationships with clients, if this sounds like you, please apply online today! If you have any queries about the role contact Amie on 0121_633_4443. Please contact your consultant directly if you are already registered with Katie Bard. Katie Bard is an Equal Opportunities Employer. Katie Bard will be managing your application in accordance with the GDPR and Data Protection Act 2018. Please refer to our privacy notice which will explain how we as an organisation will manage your data on our website. If your application is successful, we will contact you and manage your personal data in accordance with the guidelines of GDPR. If your application has been unsuccessful, we will delete your application within 6 weeks and all record of your data. Katie Bard is acting as an employment agency.

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