

## Sales Administrator

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Company: Pertemps Derby

Location: Wilford

Category: management

### Sales Administrator

We are recruiting for an experienced Sales Administrator to work for our client based in Nottingham. This role will be operating in a fast-paced role dealing with inbound customer queries and processing sales orders. The role is office based and forms an important part of the customer engagement process.

Shift Patterns / Working Hours:

+ Monday to Friday

The successful Sales Administrator will:

- + Have previous experience in a Sales Administration role
- + A positive can-do attitude and great relationship building skills
- + Strong IT and CRM skills to ensure you maintain data compliance.
- + Thrive in a fast-paced working environment

Your key duties will as a Sales Administrator will include:

- + Dealing with incoming customer queries and providing advice and solutions, forwarding quotations to customers.
- + Placing sales orders on to the system.
- + Inputting pro forma orders

- + Processing payment on pro-forma sales invoices
- + Processing customer sample requests
- + Undertaking outbound activity to help identify and target new customers.
- + Regular use of internal CRM systems

You will receive:

- + £11.78 per hour (circa £25,000 per year)

Benefit of working with Pertemps:

- + Weekly or monthly pay
- + Pension
- + Annual Leave
- + 24/7 support
- + Mortgage references

To apply for the Sales Administrator role, please submit an up-to-date CV or call us on (phone number removed) to discuss the opportunity in more detail

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