

Sales Coordinator

[Apply Now](#)

Company: HAYS

Location: Armagh

Category: other-general

Sales Administrator - Armagh

Sales Administrator – Armagh

The company:

What a great opportunity this is to work for a well-established successful wholesale company based in Armagh that have been in business for over 30 years and have gone from strength to strength and have gained an amazing reputation. They are recruiting for a Sales Administrator on a permanent basis. You will be part of a very supportive team and be offered a great working environment. Hours of work is Monday – Friday 9-5.

The role:

As Sales Administrator duties include:

To input all data relating to orders, quotations and uplifts/credit notes ensuring correct pricing at all times.

Answer incoming calls, ascertaining nature of call, action as necessary

Outbound calls to existing customer base to generate repeat orders

To provide support to field sales

Deal directly with customers and potential customers via telephone, email and in person as required

Supply information about our products

Monitor customer sales and consumption of personalised products

Receive customer complaints and investigate nature of complaint

Pass on information from customer/field sales to enable accurate pricing

Solve customer queries relating to orders pending and dispatched

Assist customers who arrive at the branch to collect deliveries

Accurately set up customers and orders on system, completing call logs and reports

Deal with all customer issues/ queries/ requests for product and service information promptly, efficiently, and courteously, ensuring appropriate follow-up is completed where required

The Opportunity:

Our client offers a competitive starting salary, 29 days holidays that increase to 34 with service, healthcare, life assurance, excellent career progression and the opportunity to work with market leader in their industry.

If interested please contact Brian in Hays on 02838445800 or email cv

4513363

[Apply Now](#)

Cross References and Citations:

1. [Sales Coordinator Schooljobsnearme Jobs Armagh Schooljobsnearme](#) ↗

2. Sales Coordinator Advertisingjobs Jobs Armagh Advertisingjobs ↗
3. Sales Coordinator Locumjobs Jobs Armagh Locumjobs ↗
4. Sales Coordinator Gigajob Jobs Armagh Gigajob ↗
5. Sales Coordinator AdminjobsJobs Armagh Adminjobs↗
6. Sales Coordinator Locumjobs Jobs Armagh Locumjobs ↗
7. Sales Coordinator Kashmirhub Jobs Armagh Kashmirhub ↗
8. Sales Coordinator StudentjobsnearmeJobs Armagh Studentjobsnearme↗
9. Sales Coordinator ItalyjobsJobs Armagh Italyjobs↗
10. Sales CoordinatorBostonjobs Jobs Armagh Bostonjobs ↗
11. Sales CoordinatorSearchaustralianjobsJobs Armagh Searchaustralianjobs↗
12. Sales CoordinatorHealthybird Jobs Armagh Healthybird ↗
13. Sales CoordinatorPathologistsjobsJobs Armagh Pathologistsjobs↗
14. Sales CoordinatorInsurancejobs Jobs Armagh Insurancejobs ↗
15. Sales CoordinatorCinemajobs Jobs Armagh Cinemajobs ↗
16. Sales CoordinatorAgilejobsnearmeJobs Armagh Agilejobsnearme↗
17. Sales CoordinatorSearchamericanjobs Jobs Armagh Searchamericanjobs ↗
18. Sales CoordinatorPharmacistjobs Jobs Armagh Pharmacistjobs ↗
19. Sales coordinator Jobs Armagh ↗
20. AMP Version of Sales coordinator ↗
21. Sales coordinator Armagh Jobs ↗
22. Sales coordinator Jobs Armagh ↗
23. Sales coordinator Job Search ↗
24. Sales coordinator Search ↗
25. Sales coordinator Find Jobs ↗

Source<https://uk.expertini.com/jobs/job/sales-coordinator-armagh-hays-2db7672a0f/>

Generated on: 2024-05-01 by [Expertini.Com](https://uk.expertini.com/)