

Sales Order Administrator

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Company: Kinetic Office Recruitment

Location: Nottingham

Category: management

Sales Order Administrator

£24,000 - £25,000 (depending on experience)

NG2 - 5 mins from tram stop / free parking

Overview:

Our client has a global presence in its field of manufacturing and prides itself on the level of customer service it delivers. With this in mind, they are looking to appoint an experienced Customer Service / Sales Administrator who can continually challenge and constantly exceed their customers' expectations. This is a busy role where the team work together to cover the duties to ensure the department runs smoothly.

Duties for the Customer Service Administrator:

- * Answering telephoning calls
- * Taking customer sales orders / order administration
- * Order processing / data entry
- * Raising customer invoices
- * Inputting customer orders on to SAP software
- * Raising the necessary paperwork for customer collections including credits
- * Giving prices to customers
- * Providing admin support for designated sales reps
- * Dealing with customer service queries - verbally and via email
- * Daily and monthly updates for the website
- * Communication at all levels via phone and emails

Skills require for Customer Service Administrator:

- * Good Customer Service Skills
- * Good Telephone manner
- * Experience working in a busy office environment
- * Able to process orders quickly and efficiently
- * Invoice (or similar) experience is a bonus
- * Able to work well under pressure
- * Able to work to cut off times and be good at prioritising orders
- * Used to dealing with customer service queries
- * Microsoft Office i.e Word & Excel

Hours:

Hours of work will be 9am to 5.30pm

Please note that due to a high volume of applications across all our adverts we are only able to respond to those who have been shortlisted. If you haven't had a response within 48 hrs please assume you have been unsuccessful.

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