

## Sales Order Processor Administrator

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Company: Page Personnel

Location: Slough

Category: office-and-administrative-support

A market leading international business

A great company to develop your career

### About Our Client

**Sales Administrator/ Export Clerk - Slough** Market leading truly international business with an excellent record of looking after employees. This business have a great team environment with a welcoming and inclusive environment. They are based close to public transport and have modern offices.

### Job Description

#### **Sales Administrator/ Export Clerk - Slough:**

Deal with Export Paperwork -(Full Training Given)

Deal with administration of good travelling by air, sea and road

Deal with Customs Entries

Processing of sales orders in a timely manner

Be the first line of contact via telephone or emails

Liaise with customers, company sales representatives, production and warehouse to ensure delivery deadlines are met

Ensure all customer queries are handed quickly and efficiently in a professional manner

Using various IT systems

### **The Successful Applicant**

Detail orientated.

Keen to learn lots - Especially everything to do with end to end customs brokering

Someone not focused on the job spec but more focused on doing what is required and learning lots

Supporting the sales team

You will be enthusiastic and proactive and have a degree of confidence as a person

Excellent phone manner and able to write accurate and articulate emails

Proficient PC skills - particularly in excel.

Strong team player with excellent communication skills

Creative forward thinking individual with a bias toward the customer.

Proactive with the ability to identify issues and see through to resolution.

Confidence to challenge information and then prioritise.

Good levels of numeracy.

You will ideally will need to drive to reach this location. You may need to undergo a DBS/Security screening.

### **What's on Offer**

**Sales Administrator/ Export Clerk - Slough** circa £22,000 - £25,000 + good benefits dependant upon experience

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