

Sales Order Processor

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Company: PBA Sales Recruitment

Location: Manchester

Category: management

Sales Order Processor

£25,000 to £30,00 basic salary plus benefits and much more

Manchester (Cheetham Hill)

We are a leading independent distributor of chemicals based in the UK. We currently have an opportunity for a Office Sales Admin working for our chemicals division.

This is very much a customer focused role, a large proportion of your day will be spent liaising with customers and clients, assisting with orders and dealing with queries, ensuring that a high level of customer service is achieved at all times.

Key Responsibilities

- First point of contact for all customer queries, issues and complaints
- Organising breakdown/service call outs on equipment
- Handling incoming / outgoing calls and correspondence

- Monitoring inventory and production stock in the Manchester operation
- Daily communication with sales teams in the Northern sales territories
- Assisting with purchasing and sales orders
- Maintaining pricing and other documents

Ideal Candidate:

- Degree educated
- Previous sales administration experience within a similar environment
- The ability to work individually, as well as part of a team
- Empathy and professionalism when dealing with customers
- Self-motivated and capable of managing your time effectively
- Good organisation skills and ability to prioritise
- A good level of IT literacy with working knowledge of Microsoft Excel
- Be able to demonstrating excellent written and verbal communication skills

This role would be of interest to someone with experience in: Sales Office, Sales Administrator, Sales Office Administrator, Office Assistant, Sales Office Assistant, Sales Administration, Invoice, Sales calls, Customer Service Administrator, reception, telephonist, sales invoices, sales team, Administrator, Sales admin, office assistant, office junior, junior administrator, accounts

If you possess the skills and experience listed above and would like to find out more,

send a copy of your CV to PBA Sales Recruitment.

Due to the nature of our business we will only reply to those candidates who we feel have the relevant sales experience for this role.

To view more sales opportunities please visit www.pbasalesrecruitment.co.uk

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