

Senior Sales Administrator

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Company: Red Personnel

Location: London Area

Category: other-general

Our client, a Toiletries company, based in central London with global reach, is seeking to hire a Sales Order Administrator to join their busy sales and logistics team. The company exports high-end products across the UK and to over 30 countries worldwide, and they need a skilled MS Excel user for this immediate opportunity. The Sales Order Administrator will be responsible for processing customer orders swiftly and accurately, managing invoicing and dispatching, handling incoming queries, and managing key accounts alongside independent customers. The successful candidate will also raise all necessary documentation, liaise with 3rd party logistics, and attend exhibitions across the UK. To be considered for this position, candidates should have previous experience in Sales Order Processing from Retail/Wholesale/FMCG, excellent organisational and numeracy skills, and the ability to work independently. They should also have strong verbal and written communication skills and a proven track record of proficiency across the MS office suite. This is a permanent full-time position with a world-leading, family-owned luxury toiletries company. The role offers a salary - £35,000 per annum plus benefits. If you have the skills and experience required submit your CV now for immediate review.

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