

# United Kingdom Jobs Expertini®

## Trainee Sales Administrator

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Company: Pertemps TM

Location: Buckinghamshire

Category: other-general

Trainee Sales Administrator - High Wycombe  
Pertemps Aylesbury have an exciting opportunity for Trainee Sale's Administrator to join our well- known manufacturing client based in High Wycombe. Salary: £23,920 (after probation this will increase to £25,000) Hours: 9am-5pm (1 Saturday per month) For this role no experience is required, as a 8 weeks training programme will be given to the successful candidate. Skills and Requirements: Their own car and driving licence and willing to travel Happy to travel to sites in Welwyn Garden City Hungry for a long-term career in Sales Good communication skills, both verbal and written Proficient with IT. Able to use design software (with training) Have a can-do attitude, proactive approach and be flexible Motivated and passionate about customer service Benefits: 22 days holiday, increases with long service every 5 years Bonus scheme Pension scheme after 3 months Health Care cash plan, dentist, opticians, chiropractor to name a few Employee Incentives, love to shop vouchers for a customer nice letter, Google/trust pilot reviews Employee of the month £250 love to shop vouchers Referral schemes for staff and customers, up to £500 for a conservatory order\* Social events, Christmas/Summer parties, Christmas drinks Big birthday card and gift Long service voucher, card, and additional days holiday Staff discounts Holiday competitions If you would be interested, please apply, or call Corinne at Pertemps Aylesbury.

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