

## SALES ADMINISTRATOR – JOB DESCRIPTION & PERSON SPECIFICATION

We are looking for a Sales Administrator to join and support our busy BitePRO® sales team. You will be working closely with our sales teams to help them maximise

sales by:

- Order processing
- Processing online orders and investigating incomplete orders
- Quotation follow up (after sales process)
- Database cleansing
- Updating stock online
- After sales calls and emails
- Sending mail shots in conjunction with Marketing Executive
- Responding to customer enquiries
- Other sales related administrative tasks

You will need the following skills and qualities:

- Be a great team player
- Able to provide great customer service
- Excellent communication skills
- Be IT savvy and willing to learn about our CRM systems

This is an office-based role at our headquarters on Thorpe Arch Business Estate near Wetherby, West Yorkshire.

Salary: £15,529.41

Working hours: Mon – Fri, 9am – 3pm

Benefits:

- Fridays are a work from home day
- Free parking
- Company pension

