



## Recruitment

# SALES & ADMIN MANAGER

This is an important role to manage the sales admin team and support sales ensuring that deadlines are met and customer's orders are processed effectively.

Overseeing the small sales admin team, you will be responsible for the smooth running and effectiveness of our company customers billing duties.

### Responsibilities will include:

- Planning and overseeing the daily workload for the team with a hands-on approach
- Training of staff to ensure they are working to their best ability and efficiency
- Ensuring all orders received are processed accurately and efficiently
- Liaising with other departments internally to ensure the timely processing of export orders
- Support to maintain positive business relationships with our customers and seeking opportunities or avenues to sell our product and services
- Understanding the products and services we provide and work with the department heads to implement efficient processes/procedures
- Support tendering applications in-line with other department heads
- Coordinate sales effort with team members and other departments
- To learn and take on the learning of the sales order process software (full training will be provided), then to help educate and teach the current and new sales co-ordinators how to do the processing of the sales orders on the system in an efficient and timely manner.
- Performing cost-benefit analyses of existing and potential customers and other reporting requirements to help monitor customer and sales margins.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Attending of sales conferences as required

### You will need:

- Previous experience in sales / admin environment is essential
- To be friendly, professional and hands on in your approach
- Excellent communication and negotiation skills
- Prioritising, time management and organisational skills
- Relationship management skills and openness to feedback
- Excellent attention to detail with a methodical approach
- Good problem-solving skills and the ability to multi-task
- The ability to build excellent working relationships with other departments
- Confident IT skills - excellent knowledge of MS Office
- The ability to build productive business professional relationships
- Highly motivated and team player as this role will be working with multiple departments, Directors/Finance/Marketing/Transport

*If this role sounds of interest to you and you have the necessary skills and experience, please do not hesitate to APPLY. Please be aware this advert will remain open until the vacancy has been filled. Interviews will take place throughout this period; therefore, we encourage you to apply early to avoid disappointment.*

Please send your CV to [admin@waltet.co.uk](mailto:admin@waltet.co.uk) or call 02380 748090 for more information