



Waltet Materials

SALES ADMINISTRATOR

We are seeking a meticulous and adaptable Sales Administrator to join our sales team and help achieve our goals. You will serve as a point of contact for customers with queries about products across our three different revenue streams, aggregate material sales, waste management and planings.

Our ideal candidate is goal-oriented and has a deep knowledge of customer service best practices. If you have exceptional organizational skills and draw energy from being part of a team, we would like to meet you.

Type: Permanent

Location: Nursling Industrial Estate, Southampton

Hours: Monday - Friday 8am – 5pm

Responsibilities:

- Receiving and processing purchase orders.
- Check data accuracy in orders and invoices.
- Liaise with the Logistics department to ensure timely deliveries.
- Verifying orders, including customers' personal information and payment details.
- Contacting customers by phone or email to answer queries and obtain missing information.
- Maintaining and updating sales and customer records.
- Compiling monthly sales reports.
- Expediting orders through internal liaison.
- Directing feedback from customers to relevant departments.
- Supporting the sales department with other administrative tasks, if requested.

Requirements and skills

- Proven work experience as a Sales administrator or working in a sales support role.
- Hands on experience with CRM software and MS Office (MS Excel in particular)
- Understanding of sales performance metrics
- Excellent organizational and multitasking skills
- A team player with a high level of dedication
- Ability to work under strict deadlines
- Certification in a sales/business type or relevant field is a plus.

We are an experienced fleet company and pride ourselves on providing a quality service to our customers. You will join a happy company that aims to please its customers and employees.

We are committed to achieving workforce diversity reflective of our communities. We are an equal opportunity employer. All qualified applicants will receive consideration for employment.