

Sales Administrator

Job Description



- Location: Exeter
- Reporting To: Jaimie Sealey
- Salary: Starting at 30K- based on experience
- Hours: 40 per week (8:00-16:30)
- Annual Leave: 25 days
- Long Service Awards
- Enhanced Company Pension
- WeCare Scheme
- Death in Service Scheme



Job Purpose

To administrate all Sales Documentation received from within a Busy Sales Team.

- To Receive and Process all Sales Deals
- To process and order any Equipment required
- To prepare and invoice customers
- Monitor Truck payments in/out
- Communicate with Sales Team regarding delivery dates and payments outstanding or received
- Communicate with Transport
- Communicate with Workshop
- Housekeeping of all excel spreadsheets
- Best Quote/Cold Leads
- Raise Fleet Id's



Sales Administrator

Person Specification



Knowledge & Experience

- Good general education in literacy & numeracy
- Sales documentation & terminology
- Commercial awareness
- Communication skills
- Prioritising
- Teamwork
- Microsoft outlook
- Microsoft word & excel
- IT knowledge

Qualities & Competencies

- General sales procedures
- Good commercial profit & loss understanding
- Email, Excel, Word
- Good communication skills
- Can work well within a busy team

Get in touch to Apply!

