



Job Advert

Sales Administrator

Kalsi Group; well-established over 30 years manufacturing company in Birmingham are looking to expand their existing team; and have a fantastic opportunity for an experienced Sales Administrator. This is a fantastic opportunity for an individual who would like to develop their career further in a positive fast paced growing environment.

Sales Administrator should come from a building industry background. Ideal candidate should have experience in Sales environment with advanced administrative skills. Outstanding Sales skills to understand the departments objectives and provide excellent administrative support to ensure departmental targets are met.

Sales Administrator Responsibilities:

- Receiving and processing orders.
- Liaising with the warehouse to complete customer requests.
- Verifying orders, including customers' personal information.
- Contacting customers by phone or email to answer queries and obtain any missing information.
- Maintaining and updating customer records.
- Directing feedback from customers to relevant departments.
- Liaising with sales manager and assisting them with any queries.
- Supporting the department with other administrative tasks, if requested.

Sales Administrator Requirements:

- Previous experience in processing of sales, or a similar role.
- Exceptional interpersonal and customer service skills.
- Advanced knowledge of administrative.
- Proficiency with word processing, spreadsheet and outlook software.
- Excellent written and verbal communication skills.
- Excellent Microsoft Office skills
- Fast paced industry, individual needs to be very organised, proactive, and self-sufficient.
- Willing to be trained on internal departmental systems like SAP/SAGE

Benefits:

Salary: Dependant on experience & qualifications

Holidays: 20 days plus 8 bank holidays, Pension auto enrolled after 3 months' probation period

To apply please email your CV to hr@kalsiplastics.co.uk

Applicants must be eligible to work in the UK