

Sales Administrator, Reading

Our Reading branch are looking for a strong Sales Administrator to provide administrative support to the sales team.

The Role

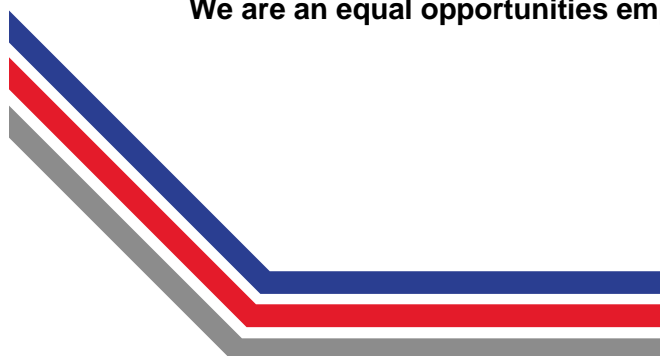
- This is a 40 hour a week role, Monday to Friday.
- Raising invoices and applications, issuing commissioning sheets, letters and tendering questionnaires;
- Administration of new quotations and new sales orders;
- Work with suppliers and sub-contractors in the raising and reconciliation of purchase orders;
- Communicate professionally and effectively with customers when acknowledging orders and dealing with queries;
- Answer telephone calls and customer queries, at all times representing the company in a professional and friendly manner;
- Prepare regular reports as required;
- Review planning applications and produce list of projects that have the possibility of enhancing sales.

The Candidate

- Educated to GCSE level or equivalent;
- Demonstrable experience of working in a busy office environment in a service industry;
- Experience of working in the construction industry would be an advantage;
- Excellent interpersonal skills;
- Excellent written and verbal communication skills;
- Ability to use Microsoft Office suites, in particular Outlook and Word, to intermediate level;
- Able to prioritise tasks effectively and efficiently;
- A thorough understanding of and ability to deliver outstanding customer service;
- Thorough with the ability to pay close attention to detail;
- Proactive team player.

To apply for this role, please complete an application form and email or post it to us. The application form can be found on the Careers page of the Adcock website.

We are an equal opportunities employer



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