

Job Description: Sales Administrator



We are passionate about wood. We use wood to manufacture bespoke homegrown fencing, pallet and packaging timbers. Our aim is to provide high-quality timber products that will help build our customers reputation. Over the past decade, we have quadrupled our production capacity. We have achieved this by investing in modern automated sawmill equipment, whilst retaining the manual procedures necessary to provide an extensive range of bespoke timber products. We are proud of our status as a successful UK manufacturing company based in the North East of England. All of our raw material is homegrown and all of our sales are within the UK.

Passionate about people too. This position looks after all administration related to customers and some general administration, including phone calls, filing and preparation for meetings.

We have

- A role that is critical to ensuring customer needs are exceeded
- A management team driving significant change in all aspects of the business
- A position to support our sales function and make a difference

Duties

- Using Microsoft Navision our ERP system, create customer price lists
- Order entry of all customer orders
- Sending of sales order confirmations
- Create delivery notes for outward deliveries
- Create and send sales invoices
- Sales credit notes
- Customer credit limit renewals
- Answering telephone
- Data entry for projects
- Timely processing of despatch paperwork
- Filing
- Making refreshments for meetings
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People

- Be the first point of contact for anyone telephoning the business
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Quality

- Strong communication and relationship skills
- Motivation and enthusiasm
- Strong computer use especially in Excel and Outlook
- Outstanding attention to detail
- Ability to prioritise tasks with effectiveness and efficiency
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HSE

- Ensure cleanliness within department
- Ensure you wear all the required PPE provided
- Ensure all accidents, incidents and near misses are reported and assist in the investigation where necessary

Role reports

- Sales Manager

Pay scale

- £18,720
- 23 days holiday plus 7 bank holidays
- Mini health care package (Simply Health)
- Pension in line with government guidelines
- Annual profit related bonus scheme

Type of employment

- Permanent
- Full Time 40 hours

Shift

- Monday – Friday 08:00hrs – 16:30hrs

Location

- Sherburn Hill, Durham

COLLABORATION AND COMMUNICATION

- CREATES A CULTURE OF TEAMWORK
- BUILDS STRONG AND EFFECTIVE TEAMS

COMMUNITY SPIRIT

- GIVES BACK TO THE COMMUNITIES THAT SUPPORT US
- TAKE AN ACTIVE ROLE IN THE ENVIRONMENT

EXCELLENCE

- CONTINUES TO DRIVE FOR EXCELLENCE IN EVERYTHING
- DEDICATED TO EXCEEDING EXPECTATIONS OF INTERNAL AND EXTERNAL PARTNERS

HONESTY AND INTEGRITY

- OPERATES WITH TRANSPARENCY AND IS TRUSTED
- DEMONSTRATES HUMILITY AND SELF-AWARENESS

PEOPLE AT THE HEART

- CREATES A CLEAR VISION AND STRATEGY
- SAFETY AND WELLBEING ARE ABOVE ALL ELSE