

Our client is a fast growing organisation within construction products and services. Due to this exciting expansion they are looking for a Sales Administrator / Consultant to join the team based in Swindon, Wiltshire.

The role offers a yearly bonus as well as progression opportunities as the business grows.

Main Duties -

- Processing orders
- Quotations
- Managing customer enquiries
- Managing new accounts to aid business development
- Processing Payments
- Assisting with new client calls
- Communicate with warehouse and accounts function
- Must be willing to be flexible to meet the needs of the business.
- Previous sales admin and outgoing sales experience ideally required

Other requirements:

- Good organisational and time management skills.
- Confident & articulate
- Able to work under pressure to tight deadlines.
- Computer literate using main software packages.
- Excellent attention to detail.
- Good numeracy skills.
- Social media skills an advantage

If you want to know more about this role then apply today.

Ardour Recruitment is an equal opportunities employer.