

Sales Administrator Vacancy

Staircraft Group are the World's Largest Staircase Manufacturer and Europe's only i-Joist, Precision Floor-Kit, Painted MDF Profiles and Door-Kit/Set Manufacturer. A unique, fully integrated solution that provides a quicker, easier, and safer installation to over 2000 new homes every week

We have an exciting opportunity for an individual to join our team and to take on this role in this rapidly growing company.

Job Purpose

The role is reporting directly to the Sophie Oakes and is responsible for all aspects of a sales administrator.

Principle Accountabilities

- To provide a contact point for customer and colleague queries, following up delivery schedules, identifying products required by the customer and ensuring queries are dealt with in a proactive and timely manner
- Answering a high volume of both internal / external emails and telephone calls
- Provide a proactive approach to customer service, using the in-house management system and delivery-app to ensure efficient product tracking and liaison with site managers and buyers
- Liaising with Area Sales Managers, providing sales support
- Processing customer orders & ordering additional items required
- Updating of CRM information to management system
- Promoting product benefits
- Generating paperwork for production requests & delivery notes
- Building strong relationships at buyer & site level
- To complete necessary paperwork & maintain filing systems
- Work to designated personal and team targets
- Be part of a strong team with a stronger team spirit

Qualifications Skill and Experience

- Previous sales co-ordinator experience
- Computer literate with excel skills
- Excellent interpersonal skills
- Enthusiastic and self-motivating

Think you are right for the position

Do you have a 'can do' approach and are willing to learn? Would you like to join an industry leading business?

We are looking for self-motivated, hardworking and reliable team members to join us at Staircraft Group and be a part of this growing business in this fast-paced manufacturing environment. You will have the opportunity to learn and grow at this exciting time.

Location: West Bromwich, B71 1DF

Hours: Monday to Friday

How to Apply

If you are interested in this fantastic opportunity, please send your cv to Chanelle.Donohue-Print@staircraftgroup.com