

## SALES ADMINISTRATOR

Charles Saunders Ltd, a Bristol based wholesale company, are currently seeking a Full Time, Permanent, Sales Administrator to join our busy sales team based in Yate, Bristol.

<b>Location:</b>	Charles Saunders Ltd, Armstrong Way, Yate, Bristol, BS37 5NG
<b>Salary:</b>	£19,000 to £22,000 per annum (Dependant on experience).
<b>Hours:</b>	37.5 Hours per week Monday-Friday 9:00-17:00
<b>Additional Benefits:</b>	<p>Additional Benefits include;</p> <ul style="list-style-type: none"> <li>• 20 days holiday + bank Holidays, increasing to 25 days with length of service</li> <li>• Workplace Pension Scheme</li> <li>• Life Assurance Scheme – enrolment from day 1 of employment</li> <li>• Income Protection Scheme – enrolment from day 1 of employment</li> <li>• Access to Employee Health Assured Program (EAP)</li> <li>• Staff discount on company goods</li> <li>• Free onsite car parking and covered bicycle rack</li> <li>• Free annual eye test</li> </ul>
<b>Probation Period:</b>	6 Months
<b>Reporting To:</b>	Commercial Sales Manager

### ABOUT THE COMPANY

Charles Saunders Ltd is one of the largest independent foodservice companies in the South West. We supply a full range of frozen, chilled and ambient foods together with an extensive range of non-food catering products.

### ABOUT THE POSITION

- Provide effective and reliable administrative support to the Commercial Sales Manager
- Undertake daily administration tasks as requested and cover general reception duties as needed
- Act as a trusted intermediary between customers and other departments to ensure complete customer satisfaction
- Handle inbound and outbound calls as necessary and monitor the answer phone system ensuring messages are transferred to the relevant department/individual
- Organise post in preparation for Royal Mail collection on a daily basis
- Assist with sales administration tasks including: quotes, customer contracts and customer record and margin maintenance, processing advance product orders
- Assist with marketing administration tasks including: managing company social media profiles (Facebook, Google+ and Twitter); creating and producing monthly promotional offer booklets and ad hoc sales day flyers; source, maintain and update the customer marketing email database in line with GDPR regulations
- Assist with organising sales training events, corporate days and trade shows
- Update the company website and online ordering system, providing up-to-date information and images
- Order company stationery and promotional printed material as required, reviewing suppliers to ensure the best value for money
- Gain and share knowledge of company products and services to understand and support customers' needs / requirements

### SKILLS & ATTRIBUTES

The Sales Administrator will be expected to have the following skills and attributes:

- Previous sales administration experience is desirable
- Computer literate and proficient in the use of social media platforms, MS office, the internet and able to learn new systems quickly
- Good level of numeracy and English literacy skills
- Excellent verbal and written communication skills
- Friendly, helpful, disposition with excellent customer service skills. Ease of building rapport with others.
- Great attention to detail
- Highly organised with the ability to work under pressure and to deadlines remaining calm in challenging situations
- Comfortable making and answering telephone calls with a professional and friendly telephone manner
- Ability to work in a team as well as individually
- Self-motivated with good time management skills
- A positive attitude, a willingness to learn and a desire to show initiative

All applicants must provide proof of eligibility to work in the UK.

Charles Saunders Ltd is an equal opportunity employer, dedicated to a policy of non discrimination.

Only successful applicants will receive a response.

**NO AGENCIES PLEASE.**