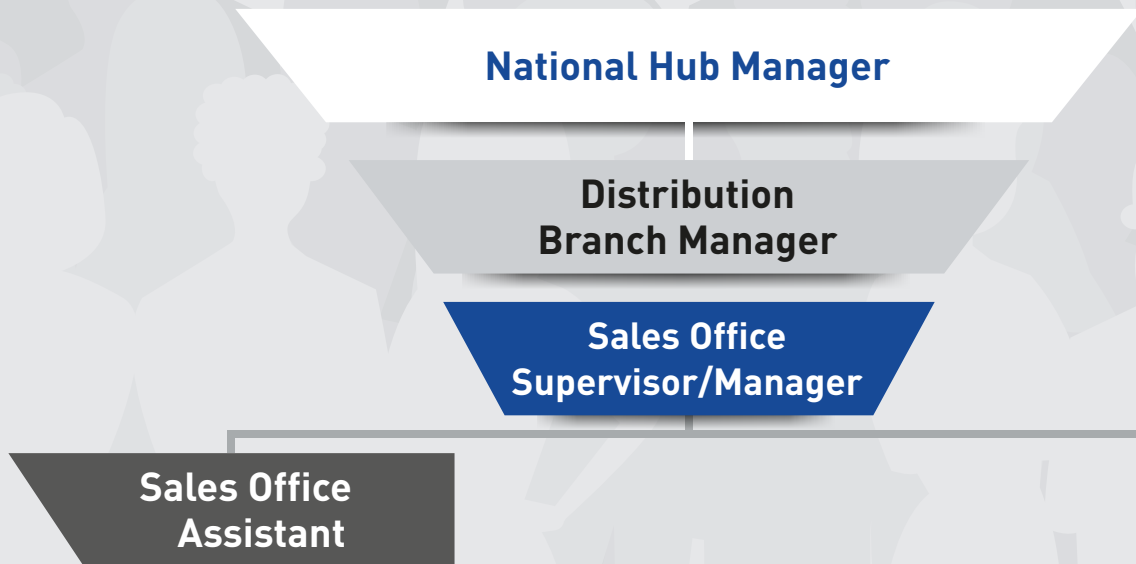


JOB DESCRIPTION



Job Details

Job Title: Sales Office Assistant



Job Purpose

To support with all Sales Office activities to meet customer requirements.

Knowledge, Skills, Qualifications & Experience Required

- PC literate
- Excellent communication skills
- Working Knowledge of H&S legislation
- Excellent organizational skills
- Educated to 'A' level standard
- Recruitment skills
- Experience of an office environment
- Excellent administration skills
- Sales experience
- Experience of working in a pressurised environment

Key Result Areas

- To complete all tasks that are necessary to ensure Customers orders are processed in a timely and professional manner.
- Ensure good communications between departments
- Compliance to all office health and safety legislation.
- Support with completion of customer complaints to satisfactory standard.
- Complete reports as defined by the Sales Office Manager.
- Meet sales targets and the required standards of customer service.
- Take sales office calls.
- Assist in any other day to day duties as required by Sales Office Supervisor/Manager.