

JOB DESCRIPTION: SALES ADMINISTRATOR

HOURS OF WORK: MONDAY TO FRIDAY, 37.5 HOURS PER WEEK

SALARY: £18,000 - £19,337 with an OTE of up to £22,000 DEPENDING ON EXPERIENCE

LOCATION: HORWICH, BOLTON

ABOUT THE ROLE

Woodley Trial Solutions, a leading global medical equipment solutions provider within the clinical trials industry, has an exciting opportunity for an experienced Sales Administrator. This position will report into the European Sales Manager, the successful applicant will handle preparing sales and rental proposals on behalf of the business development team.

This is an exciting job opportunity for someone who has previous experience within an administration or customer service role and is looking to join a growing business that can offer job stability and development.

KEY RESPONSIBILITIES

- First point of call for anyone calling into the business
- Handle general inbound enquires i.e., price, stock, or products
- Create quotes for inbound sales enquires
- Entering and processing quotes and orders on behalf of the business development team
- Contact clients to obtain missing information or answer queries
- Liaise with the logistics department to obtain shipping costs
- Maintain and update sales and customer records
- General admin and reception duty requirements

KEY SKILLS

- Must be a team player with excellent customer service skills
- Must be a confident communicator
- Must be a good multitasker that can keep to deadlines
- Strong written and spoken communication skills
- Previous experience working as a Sales Administrator within a fast-paced environment
- Customer focused - Experience of dealing with customers on a business-to-business basis
- Experience of using Microsoft Outlook and Microsoft Office - Proficiency in using Excel
- An excellent level of accuracy with a high attention to detail with strong numeracy skills
- Highly organised with excellent time management skills
- Previous experience working within an admin or customer service role
- Previous experience dealing with purchase orders is ideal but not essential
- A team player who can self-motivate

Full training will be provided at our Horwich head office for the successful candidate. Salary will be commensurate with experience, with benefits performance related bonus, laptop, free onsite parking, eye care vouchers, workplace pension, company social events and a company rewards program.

If you wish to apply, please submit your CV to lisam@woodleyequipment.com