

LUBRISERV

Sales Administrator

Job Description

Job Summary

An opportunity to join a growing company in the metalworking industry, to provide sales and administration support. Co-ordinate a variety of activities with a focus on internal sales working closely with the sales team and all internal functions.

Provide customer sales support, answer calls and increasing customer product range by explaining technical benefits. You will have excellent attention to detail, organisational and planning skills, written and verbal communication skills, be proactive and solution driven. Ideally you will have internal sales experience in a similar industry, have a passion for sales and marketing and be looking for an opportunity to grow with an organisation.

To assist with marketing activities, make recommendations and improvements relating to the company's corporate image and website presence. Create product information sheets, review brochures and product information. Supporting the social media requirements of the business including maintenance of website and online shop.

Responsibilities and Duties

- Making calls and following up with customers
- Sending customer quotations and relevant product information
- Following up on sales enquiries from customers.
- Developing and maintaining relationships with new and existing customers
- Develops accounts by checking customer's buying history; suggesting related and new items; explaining technical features.
- Arranging demonstrations for products and services to potential buyers
- Maintaining / improving website content
- Help maintain social media accounts for products, or services
- Development of online shop and updating pricing, product range
- Assist in designing / developing companies marketing material
- Marketing merchandise – calendars, giveaways, corporate wear
- Credit control
- General sales administration as required.

Qualifications and Skills

- Excellent written, verbal and telephone skills
- Strong interpersonal skills and an ability to build rapport with co workers
- Proficient in computer skills including – Microsoft Office - word, excel, powerpoint etc
- The successful candidate will either have a proven track record in a similar position or a relevant qualification in Administration, Business or Marketing
- GCSE grade C or above in Maths and English or equivalent qualification

Job Type: Full-time

Salary: £18,000.00-£25,000.00 per year