

# Sales/customer services administrator



We have a position for Sales Administrator on a temporary contract to work for £14,500 salary in our busy sales/customer services office; as part of the team dealing with customers' orders and queries.

The work is involved in all the aspects of the company's office operations with the exception of purchasing and accounts. (Although the organisation of the office is such that purchasing, accounts and sales/customer services jointly support each other and there will be some work, which will involve these other areas.) Sales/customer services provide the day-to-day functions of order processing through to invoice production. Also there are many other routines and one off functions/duties that sales/customer services provide.

The Sales Office is operational Monday to Friday 7.30am to 5.30pm. All Sales Office staff work eight hours per day with one hour for lunch. The start times vary in accordance with the Sales Office work rota. The rota is organised so that majority of staff have a start time of 8.30am and end at 5.30pm (the peak period). All will be required to start at 7.30am or 8.00am (with corresponding earlier end times) when it is their turn on the rota. (*At present each person starts early for a week every 8 weeks or so*).

We are looking for someone with a bright and cheerful character and who is able to communicate clearly and confidentially in a busy environment. Most communication with the customers is via the telephone and as such the candidate will need to be bright and confident on the telephone.

As with all businesses it is the staff that forms the character of the company and we want to find exactly the right person to join our well-balanced and efficient team.

The candidate will

- Want to work in a busy office
- Enjoy a variety of work
- Have good Health
- Enjoy telephone work
- Have a bright and cheerful character
- Be accurate
- Work as part of a team
- Have References

Please reply to [recruitment@froy.co.uk](mailto:recruitment@froy.co.uk) with your CV and covering message - Thank you