



Technical Sales Administrator (Maternity Cover)

Salary: circa £17,000 pro rata
Location: Corby, Northamptonshire
Reference: HRS-08-10

The Role:

This is an exciting opportunity to join a leading, innovative automation technology company.

The role is to cover for maternity leave and therefore will initially be for a 6 month contract, which may be extended up to a year.

To be successful in this role you will need to have the ability to provide administrative and technical support, and be able to anticipate management requirements, be proactive, approachable and have a pleasant attitude.

Key Accountabilities/ Duties

- To provide a consistent and accessible point of contact for customers and staff.
- To be competent in the operation of SAP (or similar accounting software) and have excellent computer skills, including email and Microsoft Office
- To maintain and record sales related details and activities using the CRM system
- To deal with price & delivery enquiries and order progress enquiries
- To process sales orders, invoices and credit notes as required
- To process purchase orders and product shipment/deliveries
- To provide cover for warehouse duties as required (i.e. holiday cover)
- To provide a consistent and accessible point of contact dealing with all enquiries (telephone and personal) in a professional and pleasant manner
- To advise on product selection to meet customer requirements and expectations.
- To prepare and issue cost effective quotations for product solutions based on customer requirements
- To provide guidance on product performance, specification and safety functions
- To review as necessary customers technical diagrams and provide observations
- To advise on interrelationship of company and external products
- To promote new and existing products to customers
- To participate as required in corporate and personal improvement programs (e.g. training and competence development)
- To be commercially aware with respect to Company products, services and safety standards, attending training days when required
- To attend regular sales meetings and other corporate meetings as required
- To ensure that internal Company relationships with other departments and offices are positive and supportive
- To undertake any other duties as required
- To ensure that all duties are carried out in line with the Company Health and Safety policy as well as any other Company requirements.

Person Specification:

- A minimum of 1 year's previous sales administration experience.
- English and Maths GCSE
- The ability to write clear and concise English
- Computer literate and proficient in MS Office
- Experience of using SAP is desirable
- Excellent organisational and administration skills
- Excellent attention to detail
- Highly organised with the ability to meet daily, weekly and monthly deadlines
- Confident relationship builder
- A professional and flexible attitude
- Ability to work under pressure and to deadlines
- Capable of using own initiative
- Excellent communication skills both orally and on the telephone and the experience of dealing with people at all levels
- A proactive approach

Next Steps:

If you are interested in this position or wish to find out more about the role then please contact e-mail recruitment@hrsolutions-uk.com, quoting reference number: HRS-08-10.