

### SALES ORDER PROCESSING SUPERVISOR

We are a fast moving technically advanced manufacturing company with a high volume of exports. We need to recruit a Sales Order Processing Supervisor. The post of Sales Order Processing Supervisor is a crucial one in the company. We are an expanding company and part of our strength is our ability to respond quickly to our customers' requirements. The Sales Order Processing Supervisor directly reports to the Administration Manager. The post involves the following:

- Sales Order Processing
- Organising delivery of product to customers
- Batch Sheet Raising
- Updating systems with new product information
- Purchase order processing
- General administrative support to management team

Full training will be given.

The successful candidate will be educated to A Level standard and have extensive sales office experience and be able to work effectively under pressure. They must have a minimum 5 years' experience in a commercial environment.

They must be reliable, punctual and enthusiastic about working in a full time position with ourselves for at least a few years.

This role is busy and requires someone who is accurate and conscientious. They must be organised to keep on top of their workload and also be willing to cover the whole range of office duties from answering phones to sales order processing and despatch as required. Full training will be given.

Once trained they will be responsible for prioritising their own workload and flagging to the Administration Manager if they need guidance so the successful candidate will need to be self-motivated and proactive.

They must have a driving licence and own transportation and be familiar with Microsoft Office.

Hours of work: 38 hours  
Monday - Thursday 8.30am - 5.00pm  
Friday 8.30am - 3pm  
22 days annual holiday + statutory holidays

Salary: £25,500 p.a.

This job scope is for general information only. No contract or agreement is in place, or should be construed, until Terms of Business are agreed in writing between Leeson Polyurethanes Ltd and the recruitment consultant.