

FAST MOVING SALES ORDER PROCESSING TEAM MEMBER

We are a fast-moving technically-advanced manufacturing company, expanding rapidly both to UK and Export markets.

We pride ourselves on great customer response and we need to recruit additional staff to ensure we maintain our performance so this role is crucial.

This is a great opportunity to join a small team (4) in a successful business.

Reporting directly to the Sales Order Processing Team Leader, the role involves:

- Sales Order Processing, taking orders, credit chasing & organising despatch
- Sample Order Processing
- Producing Labels
- Raising work sheets for the Production Department
- Liaising: Production, Sales & Technical departments
- General Office duties & covering for holiday absence throughout the office

Full training and support will be given.

Good customer facing skills are needed with determination to get our products to the market. Versatility & a willingness to tackle problems are essential.

The successful candidate will have a minimum of 3 years' experience working in a fast paced commercial sales order processing environment or be a graduate with a 2:1 degree with 8 months commercial experience.

Reliability, punctuality & enthusiasm are needed for this busy full time position.

Organisation, accuracy & good teamwork are prerequisite with an awareness to seek help in a timely fashion.

The successful candidate will need to be familiar with Microsoft Office.

Driving licence is essential.

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