

Sales Office Administrator

The Dalesman Group was established in 1979 and supplies fine food ingredients to the meat, bakery & retail industries. As a sector lead in technology, expertise, quality, compliance standards and customer service levels, we are highly regarded as one of the strongest manufactures in our sector. Our Sales Office team are therefore central to our success, ensuring our customers come first and receive a high-quality service every time.

Due to increased sales activity, we are now looking for an additional **Sales Office Administrator** to join our growing team in Bradford.

Main Responsibilities

As Sales Office Administrator you will provide an efficient, comprehensive, and professional telesales and administrative service within a small yet busy sales office. You will act as first point of contact, processing sales orders for customers, developing excellent working relationships with new and existing customers, Area Sales Representatives and Business Development Executives.

Skills and Experience

The ideal candidate will have had experience within a similar role, ideally within the food industry although specific industry (food/ingredients) experience is not essential.

You must have experience of taking high volumes of sales orders by telephone, sales order processing and undertaking associated administrative tasks in an organised and timely manner.

You must have:

- Sales order processing experience (essential)
- Experience of working in a busy customer service or sales office administrative role for a similar sized company or similar job role
- Excellent communication skills, both written and verbal
- Ability to build and maintain good rapport with customers and colleagues
- Good computer skills – Windows based software e.g., Microsoft Office (Word, Excel etc) e-mail, Worldwide, Access, good Microsoft Excel 97-2003 as a minimum
- Good organisational and time management ability, whilst working to tight and conflicting deadline
- Excellent administrative skills

Hours of work

Monday to Thursday 09.00 to 17.00

Friday 09.00 to 16.30

1 hour lunch

Contract

Full-time, Permanent

Salary

Competitive

If you are interested in applying for this role, please email your CV to hr@thedalesmangroup.co.uk