



**SALES ADMINISTRATOR
SMITH & SONS (BLETCHINGTON) LTD
HEAD OFFICE - ENSLOW**

Smiths Bletchington is a dynamic independent family-owned company and leading supplier of primary and recycled aggregates to the construction and allied industries in Oxfordshire and the surrounding counties. In business for over a century, Smiths have an enviable reputation as quality operators winning numerous domestic and international health, safety, and environmental awards.

Due to expansion of our commercial and distribution team an exciting opportunity has arisen for a Sales Administrator. Reporting directly to the Sales Manager, this is a permanent, full-time position and will be based at the Company's head office at Enslow in Oxfordshire. The candidate will work alongside a highly dedicated team of sales and distribution professionals to deliver excellent levels of customer service and contribute to the continued growth and success of the business.

Key responsibilities:

- Ensuring customer enquiries are dealt with in a professional and timely manner;
- Maintain accurate customer information and records on the company's in-house sales system ensuring data integrity;
- Providing and following up on sales quotations recommending product range where required;
- Taking sales via email/telephone;
- Liaising with the transport department to ensure efficient delivery of orders to the satisfaction of the customer;
- Liaising with the production department to aid the provision of sufficient stock for the timely discharge of customer orders;
- Gathering and communicating market information and prospects;
- Assisting and resolving queries and complaints;
- Complete administrative tasks as and when required;
- Keeping up to date with current markets and competitor activity;
- Collaborate with your team members to achieve the company's growth and sales targets;
- Any other duties as reasonably required.

Key experience and skillsets:

- Enthusiastic individual with a genuine interest in developing a career in sales;
- Excellent written and verbal communication skills;

- Competitive by nature;
- Good telephone manner;
- Can do attitude and willing to learn new skills;
- Excellent organisational skills;
- Ability to focus and persevere with tasks until completion;
- Proven ability to perform well in a team environment, particularly under pressure.
- Experience within a transport environment (Desirable).

What we offer:

- Competitive salary
- Salary Sacrifice Pension scheme
- Life assurance
- Company sick pay
- Long service awards
- One Days paid leave to volunteer
- Employee Assistance Programme
- Reward and recognition schemes
- Discounted gym membership
- Ongoing training

To apply for the role, please send your CV to employment@smithsbletchington.co.uk

Tel: 01869 331281
Email: employment@smithsbletchington.co.uk

www.smithsbletchington.co.uk