Sales Admin Job Description

Primary Tasks:

Input sales orders on the company's order processing system
Ensure a 99% minimum accuracy of orders processed
Immediately highlight any order errors with the Sales Team or Sales Manager

Secondary Tasks:

Provide telephone cover for any absent Sales Team member either on holiday/ill
Produce monthly sales reports as directed by the Sales Manager
Organise information packs to be posted to new/prospective customers when instructed
Keep all relevant filing up to date
Attend to company visitors
Complete company stationery orders
Process Amazon orders
Maintain the eBay account and process any orders/deal with any queries
When required, complete online tracking and deal with any exceptions
Maintain and update the company calendar for the Sales Manager

Desired Skills and Experience:

- Excellent time management and organisational skills
- Must be able to work methodically
- Excellent accuracy and attention to detail
- Good communication skills
- Ability to work on own initiative as well as part of a team
- Computer literacy and good typing skills
- Proficient at Microsoft Office particularly Word and Excel

Personal qualities:

- Reliable
- Well presented
- Professional
- Proactive
- Enthusiastic
- Punctual