

Sales Support Administrator - Cardiff

Wales Environmental Group is a leading nationwide Drainage and Waste Disposal company. The business operates from 5 locations throughout Wales & England.

The Role

Due to continued success and growth, a position has arisen for a Sales Support Administrator based at our head office in Cardiff reporting to the Group Sales Director.

The right candidate will be motivated, honest, committed and have a great work ethic and at times able to work well under pressure,

Sales administrators play a key administrative role in supporting the sales team and provide an important link between the sales team and the client. Working in a challenging and competitive environment, processing all sales-related paperwork and arranging appointments for salespeople to visit new and established customers.

Duties

You will often be the first point of contact for customers who may need assistance with orders, requests.

- Sales marketing e-shots and mail outs.
- Processing new sales leads and existing client requests.
- Processing sales orders through to the Operations Department.
- Managing correspondence between the sales team and clients.
- Monitoring customer accounts.
- Providing data and reports to help the sales team perform to maximum efficiency.
- Preparing and sending quotations.
- Following up on sent quotations.
- Answering phone calls and relating fully any requests to the relevant person.
- Scheduling diaries and supporting the Group Sales Director ensuring the sales team are working efficiently to make for site visits.

Benefits

Attractive Salary, negotiable based on experience
20 days' holiday plus bank holidays

If you feel you have the drive and commitment to become part of our dynamic team please email your CV - addressed to the Group Sales Director, Dave Lewis to: dave.lewis@walesenviro.com