

## **Website Advert**

### **Customer Service & Sales Administrator**

This new and exciting opportunity is for someone suitably experienced in customer service & sales administration. This role will suit someone who is Comfortable & Confident in dealing with every aspect of customer sales and service support over the telephone and via full IT based communication.

#### **The Job**

- Full sales and customer service administration responsibilities.
- Good IT skills with proven experience using Microsoft Word & Excel. Experience of working with an MRP system would be an advantage.
- Working to targets and deadlines to ensure excellent support levels are offered to our valued customers.
- Communicating across internal departments and with our external team of sales professionals throughout the UK.
- Responsible for providing holiday cover for Receptionist and other Administrative functions.
- Prepare minutes from various meetings and track completion of action items

#### **The Person**

- Will have appropriate experience in a similar role
- Will be professional in approach with an excellent telephone manner
- Will be organised and demonstrate good time management skills
- Will have a positive attitude with a can-do – will-do approach
- Will be a team player with flexible approach to tasks and duties
- Will have excellent attention to detail in their work
- Will present a friendly and helpful disposition to our customers
- Will relish a challenge and look to make improvements in how we function

#### ***To Apply***

Please email or post your cv accompanied by a letter to: [careers@sunvic.co.uk](mailto:careers@sunvic.co.uk) or Recruitment Dept, Sunvic Controls, Units 1 &2, Block 1, 251 Low Waters Road, Cadzow Industrial Estate, Hamilton ML3 7QU