



CDI



JOB DESCRIPTION

Junior Sales Administrator

Contact: *Jim Lucking, Operations Director*

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This role is to complement our growing sales team and provide the vital administrative assistance they require.

It is ideally suited to someone in the early stage of their career with the drive and desire to be part of a dynamic team with the potential for career progression.

The Role:

- Assist our Sales Team that is split across 3 UK locations with admin tasks, to include:
- Answering the phone for sales enquiries
- Responding to customer emails on behalf of the sales team
- Liaising with suppliers to request pricing
- Liaising with product manufacturers to register opportunities
- Assisting with building costing documents
- Liaising with Procurement team to help them purchase correct items
- Liaising with Project Delivery team to ensure right products are available at the right time and location

Personal Attributes

- **Computer literate**
- **Confident telephone manner**
- **Reliable**
- **Able to work to deadlines**
- **Works well in a team**

If you believe you can fulfill this position, then do not hesitate to apply today.

JOB-TYPE: FULL-TIME

SALARY: £15,100 to £16,100 depending upon experience

LOCATION: Poole, Dorset

LANGUAGE: English (Required)