

SALES OPERATIONS ADMINISTRATOR

The position is for a Trainee Administrator who will be responsible for the daily administration tasks for New and Used Sales and various other wholesale administration activities. This position is accountable to Mr David Morgan, New and Used Sales Director and reports to Mr Liam Shuker, Sales Operations Manager on a day to day basis.

Location: Head Office – West Bromwich

Monday – Friday 40.00 hours

Either 8.00am – 17.00pm (inclusive of 60 mins unpaid break)

Your tasks

- ✓ Administration of New & Used Truck Sales orders
- ✓ Progress of vehicles
- ✓ Back up admin support for truck salesman
- ✓ Create and progress vehicle order packs
- ✓ Raise invoices to sub-suppliers
- ✓ Process chassis orders including associated amendments
- ✓ Pass invoices for payment
- ✓ Update spreadsheets
- ✓ Communicate with customers, dealers, suppliers and internally
- ✓ Maintain associated records and documentation

Your experience/ skills

- ✓ Ability to deal with all levels of customer service and deliver customer service excellence
- ✓ Excellent sales and negotiation skills
- ✓ Good communication skills
- ✓ Ability to work as a team
- ✓ Good computer skills, Word, Excel and AS400
- ✓ Ability to work under pressure
- ✓ A strong customer focus and good interpersonal skills
- ✓ Able to work unsupervised and to strict deadline
- ✓ Flexible, methodical and accurate approach to work
- ✓ VSB experience
- ✓ Kerridge experience preferred
- ✓ AFRL experience a bonus

Additional information

For any questions related to this job, please speak to Mr Liam Shuker on +44 (0)121 525 7000

Application Process

Applications should be submitted to Liam.Shuker@keltruck.com