

## **Sales Administrator**

### **Job Description**

**Title:** Sales Administrator, Full-time

**Salary:** Excellent rates of pay negotiable depending on experience

**Location:** 21a Rowantree Road, Dromore, Co. Down, BT25 1NN

#### **The Role –**

Committed to growing our business, an opportunity has arisen for a highly organised, committed Sales Administrator to join our team.

Reporting to the Sales Manager, this is an ideal opportunity for a person who would like to progress within their career.

#### **Job Duties & Person Specification –**

You will be responsible for day to day, administration duties at our Sales showroom. Your roles and responsibilities will include:

- Liaising with all manufacturers
- Processing order with all manufacturers
- Up-dating schedules
- Arranging transportation, boats, flights etc
- Assisting the sales manager and his team as required
- Processing sales orders
- Managing the registration of all new vehicles
- Managing sales and aftersales processes
- Maintaining and updating internal database making sure it is kept accurate and up to date
- Processing paperwork, updating systems and file documentation
- General admin duties
- Daily use of Microsoft Packages – including Excel to intermediate level
- Maintaining deadlines

#### **More about the Person –**

- 2-3 years' experience in a similar job role
- Full Driving License
- Good communicator at all levels
- Good knowledge of MS Office (Word, Excel, Outlook)
- Well organised and methodical
- Accuracy, attention to detail
- Confident using their own initiative

The company offers full time hours, ongoing training, and progression opportunities.

The role offers an immediate start for the suitable candidate.

Please send your CV to [david@thompsonleisure.com](mailto:david@thompsonleisure.com)