BTE
PLANT SALES

WE ARE HIRING!

Job position:
Sales Office & Transport Administrator

Find out more

JOB DESCRIPTION

JOB TITLE	Sales Office & Transport Administrator
REPORTS TO	Sales Team Leader
LOCATION	Head Office, Markfield

Job Purpose:

An exciting new vacancy has arisen for a Sales office & Transport administrator to join our established team at BTE Plant Sales' Head Office. Working in a fast-paced sales environment you will have the ability to carry out multiple tasks whilst ensuring all data is accurately recorded and inputted, allowing precise supply of our chosen equipment and maintaining the company's reputation for first class service. You will need to provide pre and aftersales support to both internal and external customers. Previous experience of transport admin (interal & external) is desirable but inhouse training can be provided.

Reporting to the Sales Team Leader you will be able to work on your own or as part of the team, providing support to our sales force as well as our customer base.

BTE Plant Sales has been established for over 30 years and you will work alongside industry leading brands and top class customers across a range of construction sectors. This is a very exciting time for the company as we continue to expand our teams and continue to work towards offering the very best service.

Main Responsibilities:

- Sales order processing, from point of order to delivery
- Ensure invoices are submitted in a timely manner
- Answer telephones, taking enquiries
- Organising transport for deliveries
- General sales office administration tasks
- Tax and registration of machines as required
- Liaising with the sales team, manufacturers and customers

Key Skills & Requirements:

Essential:

- Previous administration experience
- Work well under pressure and retain a positive attitude
- Ability to work on own initiative and meet deadlines
- Analytical approach to problem solving
- Excellent communication skills both verbal and written
- Excellent attention to detail
- Ability to undertake produce knowledge training
- Any other duties that may be required

Preferable:

- Microsoft Office literate
- Tasks completed in a timely manner
- Attendance, reliability
- Taking the initiative

Benefits include:

- Competitive salary
- Bonus scheme
- 23 days of holiday per year plus statutory bank holidays
- Free parking
- Use of Peloton Bikes on site
- Company pension
- Medicash – sole – Level 1
- Colleague referral scheme up to £250
- Long service award
- Invest in personal development – we are happy to offer training in any areas you may require

This is a full-time position and the hours are 8:30 am – 17:30 pm. Competitive salary, dependant on experience.

If this sounds like the role for you then we would love to hear from you! Please email your C.V., cover letter, and preferrable salary to jobs@bteplantsales.com and we will be in touch.