

**Sales Office Support Administrator.**

We are looking to recruit a full-time Sales Office Support administrator to join our friendly and busy sales office team based in Chelsea Harbour.

This role is suited to someone who has a keen and genuine interest in working closely with trade customers and suppliers on a daily basis and dealing with all aspects of customer service. Previous administrative experience is essential and knowledge of Sage would be useful. We will provide full training.

**The Role**

To provide excellent customer care through the accurate and efficient processing of incoming trade orders, sample requests and enquiries. This will involve constant communication with our trade customers, suppliers, warehouse and the wider Fox Linton team.

**Key Responsibilities**

* To answer all incoming telephone calls quickly and efficiently.
* To process all orders, samples and enquiries on the day of receipt following agreed procedures and utilising software packages including Sage and Microsoft Office.
* To use initiative and proactive thinking to resolve queries and complaints.
* To manage time and prioritise duties both individually and as a team, to ensure day-to-day tasks are completed.
* To follow all agreed checking procedures, to minimise errors and costs to the business.
* To provide full administrative support to the Field Sales Team.

The successful candidate should naturally possess a warm and friendly personality and be happy to work in a positive, energetic and customer focused team environment.

Good communication skills, including fluent spoken and written English are essential.

Previous industry experience would be useful.

**Please note that this is purely an administrative role and not a design opportunity.**

Salary negotiable, dependant on experience.

References required.

Please forward your CV and introduction letter to Joanna@foxlinton.com.

Thank you.