

Sales Operations Administrator

Company Name: Savoir Beds Limited

Job Title: Sales Operations Administrator

Salary: £TBC

Location: Based at the Savoir Beds head office and Bedworks in North West London (NW10, near Willesden Junction and North Acton stations).

Hours: Monday – Friday, 9am – 5pm

Job Description:

We are looking for a bright and motivated administrator to work as part of a small, busy sales operations team. The role would suit a candidate looking to start their career in business administration.

Key Responsibilities:

- General office tasks including, filing, scanning and email correspondence.
- Data entry. Creating and maintaining records using the company's internal system.
- Preparation and distribution of export documentation.
- Dealing with incoming calls.
- Opening and distributing post.
- Arranging and Preparing packages for courier dispatch.
- Maintaining meeting and storerooms.
- Liaising with company showrooms and suppliers.
- Placing and monitoring sales orders and accessory stock.
- General assistance as directed by the line manager.

Key Requirements:

- Good organisational, time management and multitasking skills.
- A keen eye for detail and a high level of accuracy.
- A fast learner with the ability to work in a fast-paced environment.
- A good communicator, with excellent spoken and written English.
- Good IT skills, including strong Microsoft Office knowledge.
- Ability to work well with others and under own initiative.
- Good level of basic education, including Grade C/4 or above in Maths and English at GCSE (or equivalent).
- A background or keen interest in textiles or interior design essential.
- Languages advantageous

How to Apply: Please forward an up-to-date CV along with a covering letter to info@savoirbeds.co.uk.

Due to the large volume of applications, we are unable to respond to all applications individually. Therefore, if you are not contacted within three weeks, we regret that your application has been unsuccessful.