



**Trend Marine Products Ltd**

### **Job Description**

Job Title: Sales Administrator

Hours: Basic 40 hour working week  
Additional hours where necessary to ensure successful completion of responsibilities.  
8.30am – 5.00pm (Monday - Friday)  
Lunch break 1.00pm - 1.30pm

Reporting to: Customer Service Manager

Holiday: 25 days (fixed holidays at Christmas/New Year)

#### **The role:**

To work as part of a small team working closely with customers and manufacturing to progress orders to despatch. The role will involve processing customer orders, preparing despatch documentation and arranging shipping consignments to both UK and overseas destinations as well as any other administration duties associated with the Sales Office.

- Greeting visitors
- Answering and directing phone calls
- Undertaking a range of clerical support tasks within defined procedures to support the department.
- Respond to queries/issues, referring to colleagues where appropriate
- Raise routine correspondence where appropriate
- Contribute to the completion of the team's workload

#### **The person:**

- The role requires a person who can work accurately to deadlines and can organise their own work priorities.
- Must be proactive in their approach.
- Can adapt well within a small team.
- excellent telephone manner

#### **The requirements:**

##### Essential abilities

- Ability to communicate with employees at all levels of the organisation.
- Excellent work organisation skills.
- MS Excel and Word competent

Applications should be made in writing, enclosing an up to date CV and sent to:

Catriona Betts,  
Trend Marine,  
Sutton Road,  
Catfield,  
Norfolk.  
NR29 5BG