

# Job Description



Job Title:	Sales Administrator
Reports to:	General Manager / Management Accountant
Scope of Roles	No Direct Reports
Main Purpose	To ensure the accurate co-ordination and documentation of sales orders.
Benefits	Competitive salary. 25 days holiday plus bank holidays. Company pension scheme. On site parking. Group bonus based on performance.

### Sales order processing

Ensure effective and precise communication to produce accurate and timing documentation for all company sales orders.

- Liaise with customers to ensure correct sales information recorded regarding product, quantity, price and delivery details.
- Communicate with the production team to ensure customer requirements can be achieved.
- Record all sales information on the company system.

### Haulage scheduling

Schedule haulage for sales orders to ensure customer delivery times are adhered to.

- Provide clear and precise communication with third party hauliers, both verbally and confirmed in writing.
- Clarify haulage details on day of collection/delivery.

### Audit compliance

Maintain accurate documentation and ensure internal procedures are adhered to to assist in audit compliance.

- Accurately follow internal processes regarding sales documentation to ensure completeness regarding all orders.
- Ensure filing is carried out in a timely manner.

### Customer / Supplier relations

Maintain effective working relationships with customers and third party suppliers.

- Maintain regular and professional communication with customers to ensure their sales needs are met.
- Liaise with hauliers and other third party suppliers to ensure scheduled collections / deliveries times are adhered to.

### Sales contracts

Ensure all sales contracts are processed accurately and timely, in relation to the corresponding costing sheet.

- Review costing sheet received for completeness.
- Raise customer contract on system.
- Ensure documentation is maintained relating to customer, product, quantity and price.