Job Title: Customer Service / Sales Administrator

Salary: between £18,000 and £20,000 depending upon experience

Location: Wellingborough, Northamptonshire

**We are currently recruiting for an experienced Customer Service / Sales Administrator.**

Here at Marler Haley we pride ourselves on developing and delivering a wide range of quality portable display products from pop-up display stands to outdoor flags. We believe our success is down to us having some of the best people in the exhibition and display industry working for us.

We now have a fantastic opportunity available for a Customer Service / Sales Administrator to join our team at our head office in Wellingborough, Northamptonshire.

**Customer Service / Sales Administrator responsibilities:**

In this position, you will be responsible for providing general administrative support to the Marler Haley team which will include:

* Dealing with customer’s queries
* Processing sales orders through the in-house system
* Managing stock levels to fulfil sales orders
* Liaising with external couriers and internal shipping department
* Handling customer payments

**The ideal Customer Service / Sales Administrator:**

In order to be successful for this role, previous experience working within a customer service / sales role is preferred. It is essential that the successful candidate has excellent organisational and prioritisation skills and a proven working knowledge of Microsoft Office packages. You will also be self-motivated, able to multi-task and manage your time effectively.

or this role we can offer a basic salary of £18,000 - £20,000 depending upon experience plus benefits including: 23 days holiday, healthcare scheme and pension with employer contribution. The hours of work are Monday to Friday 09:00 to 17:30 with 1 hour for lunch. During busy periods there may be a requirement to work additional hours.

**If you are looking for your next challenge as a Customer Service / Sales Administrator then we want to hear from you, please click APPLY!**