

Sales Administrator

JME are a market leading manufacturing company who boasts an excellent reputation within the non-destructive testing industry. We are offering a unique opportunity for an individual to join our sales team.

This role represents the chance to be involved in a unique and exciting industry and offers the right candidate a long-term career. Whilst initially beginning as a clerical position our international sales team is involved in a wide range of tasks, so the role does enable potential for growth. This role will provide exposure to a variety of activities and also a constant opportunity to learn & develop. The role will involve extensive communication both internally within the business and globally with agents, distributors, and customers.

Duties will include, but not limited to:

- Communication, both face to face and by telephone with end users/customers globally to provide updated information.
- Preparation of various internal reports for use across the business.
- Managing specified parts of the sales process on internal CRM systems.
- Working in accordance with all necessary ISO9001 procedures.
- Administering all after sales processes within the business.
- Plan and co-ordinate Sales exhibition and demonstration equipment.
- Preparation of internal shipment documentation, submission of documentation as necessary.

The Ideal applicant will:

- Communicate effectively & confidently to a variety of cultures and management levels.
- Be fully competent in MS Office suite.
- Have the ability to learn new/bespoke computer software.
- Be able to work methodically and accurately under pressure.
- Have excellent attendance and punctuality with a flexible approach to working hours.
- Have the ability to multitask & prioritize work.
- Work with a "can do" attitude and be a team player.

Full UK driving license essential, and due to insurance purposes, a minimum age of 21.

Desired qualifications / Experience:

GCSE Grade C/4 or above in subjects including English, Mathematics, Science & I.T.
Previous Sales experience desirable but not essential if you can demonstrate transferrable skills.

What's in it for you?

- Opportunity to be part of a dynamic and forward thinking company.
- Unique chance to gain skills in an innovative and exciting industry.
- Company Pension scheme.
- Progression within role for the correct candidate.

You will be required to work Monday to Friday from 8:00am until 17:00pm. (1 Hour Lunch) from JME, Lowestoft. To apply please email hr@jme.co.uk to request an application form.