

RW Simon Ltd
Torrington

Sales Administrator

RW Simon Ltd is a progressive and expanding manufacturer of ventilation products and injection moulded components.

We are looking for a Sales Administrator to join our busy and friendly team.

Key Responsibilities

- Processing customer orders accurately and efficiently
- Checking orders to ensure they meet customer requirements
- Ensuring agreed pricing is correctly applied to customer orders
- Answering incoming telephone calls
- Responding to customer enquiries and resolving queries and complaints
- Processing returns and ensuring credits are issued correctly
- Preparing customer quotations
- Maintaining and updating our customer database
- Liaising with the factory to monitor order progress and provide updates to customers

Skills and Experience

We are looking for someone who is organised, reliable and has good attention to detail, along with strong literacy, numeracy, communication and IT skills. Applicants should have a friendly and professional approach to customer service, the ability to work accurately in a busy office environment and a willingness to learn.

Previous office administration experience would be an advantage, although not essential. The role will involve developing a good understanding of our wide range of products, and full training will be provided.

Hours and Salary

This is a permanent position, working 37 hours per week, Monday to Thursday 8.30am – 5.00pm and Friday 8.30am – 4.30pm, with a one-hour unpaid lunch break each day.

Starting Salary: £25,000 per annum

How to Apply

For more information or to apply, please send your CV to cassie-stroud-eastwood@rwsimon.co.uk.