

Sales Operations Advisor

DEPARTMENT: Sales

ABOUT THE ROLE:

The Sales Operations Advisor will be responsible for providing internal administrative support across the sales operation and to new and existing customers.

The Sales Operations Advisor will carry out a diverse range of semi-routine tasks, whilst providing a focused and professional service, completing all tasks to a consistent, high-quality standard. Demonstrating prioritisation, flexibility, and problem-solving skills with little supervision, whilst contributing to the commercial growth of the business. Act as a liaison with internal and third-party stakeholders.

Working to provide a high-quality level in service support the Sales Operations Advisor will positively represent the Numatic International brand acting proactively, whilst working in an office-based environment. The Sales Operations Advisor will contribute to the work of the department and undertake a variety of sometimes difficult procedures that will support continuous improvement and contribute to the work of the department whilst supporting the celebration of local successes.

RESPONSIBILITIES:

- Serve as the primary liaison for administrative support, engaging with both internal and external stakeholders through various communication channels with professionalism and efficiency.
- Proactively implement enhancements to office procedures, fostering a collaborative environment to facilitate departmental improvements.
- Collaborate with customers, providing essential data support such as pricing structures, compliance documentation, and product details.
- Coordinate and manage logistics for meetings and events, including scheduling, travel arrangements, and hosting customer visits to the company premises.
- Create, organise, and maintain systems and databases regularly.
- Participate in the creation of new operational processes, from conceptualisation to deployment, ensuring a smooth transition for team members.
- Provide support for data governance of customer and pricing data. Identify and resolve data inconsistencies within company tools and systems, aiming for superior data integrity and swift resolution of discrepancies.
- Manage fleet-related tasks with diligence including, procurement, repair, maintenance, and servicing of the vehicles, according to priority.
- Conduct regular reporting duties with precision and attention to detail.
- Handle postal responsibilities efficiently
- Provide administrative support for various office needs, including management of credit cards, stationery, uniforms, promotional materials, and demo inventory
- Oversee and manage adjustments to pricing in response to market changes or company directives.

ABOUT YOU:

- GCSE Level 5 or above (GCSE grade A-C) in English and Maths or relevant work experience.
- Desirable; Demonstrable experience of working in a customer service, office-based role and/or the transportation industry.
- Experience of providing feedback to junior and middle management.
- Demonstrable experience in organisation, proactiveness, adaptability and time management.
- Demonstrable experience of showing ability to follow verbal and written instructions, read and comprehend written materials.
- Desirable; Previous experience of MRP system, Oracle and CRM system.

Closing Date: 22/04/2022

SALARY: £27,193 per annum

How to apply: Please send your CV and Covering Letter to jobs@numatic.co.uk