



JOB DESCRIPTION

Sales Admin Assistant (Part-Time)

Sheppy's Cider Ltd

This job is a new part-time position involving a diverse range of duties, to assist with the day-to-day business of running a growing business.

This is a role in which the post-holder will work closely with the Sales Manager and the Marketing Manager, while having a significant level of independence (once he/she has a good understanding of the business) to manage his/her workload. The list of jobs below illustrates the range of duties which will be covered but is not exhaustive.

The role will require a high level of accuracy, competency and confidentiality along with the ability to work within a team. The successful applicant will be an excellent communicator and will bring energy and enthusiasm to the post to ensure good information sharing between departments for efficient demand-led production and supply. Experience in a sales environment will be an advantage but is not essential.

The successful applicant will have the great communication skills necessary to build strong working relationships with both new and existing customers. He/she must be a confident and motivated individual with a natural talent for organization and, ideally, some previous experience working in a sales office environment and with a full grasp of Microsoft Office.

Close supervision will be offered to the successful applicant to support his/her training in the work involved.

Hours of work: 25 hours per week (Monday to Friday)

Probation: 5 months

Rate of pay: A competitive salary will reflect the successful applicant's level of experience and/or qualifications, but will be in the region of £18,000 - £20,000 per annum pro rata. Payment will be made monthly.

Holiday: 28 days per annum pro rata, including Bank Holidays

Start date: As soon as possible



Candidates for this post need to be confident, enthusiastic and energetic team members, who are able to work effectively and patiently while having to deal with interruptions and changes to scheduled work. The successful applicant will be able to stay calm under pressure and be tolerant when carefully made plans go wrong.

Main Duties will Include:

- Keeping all customer data updated and organised
- Answering the telephone for inbound enquiries
- Assisting with client enquiries
- Making outbound customer care calls to existing Sheppy's stockists
- General administration duties including: filing, form data entry, and general data processing on behalf of the sales team
- Assisting with organising trade shows and events
- Lead and competitor research
- Carrying out customer visits, including tastings and sampling events
- Other tasks as required

Requirements:

- Computer literacy with good working knowledge of Microsoft Office including Excel
- Confidence and clear telephone manner
- Positive, outgoing and motivated personality and excellent team player
- Quick thinker, keen to learn and with a passion for food and drink

Preferred:

- Previous sales office experience
- Knowledge of CRM databases
- Knowledge of Sage invoicing software

The successful candidate will receive:

- On site free parking
- 20% staff discount on shop products, meals on duty and for meals with a family member or friend (no more than two in total)
- Enrolment in a pension Scheme with Royal London after a period of three months' employment, subject to entitlement to join the scheme