

Sales Office Coordinator for the Trade Sales Division



Key Objective:

An interesting & varied position working within our Trade Sales Division. This position would suit an enthusiastic individual who has drive, ambition and who is both conscientious and reliable.

Responsible to: Sales and Purchasing Manager

Qualities Required:

- Self-Motivating
- Ability to deal with customers and handle telephone calls
- Communication skills
- Good IT Skills
- Ability to work within a friendly and successful team

Duties:

- Taking calls from customers
- Processing Orders
- Raising Quotations
- Liaising with suppliers
- Supporting our External Sales Team

Overall:

The Applicant should be able to work conscientiously, reliably, be honest and work in a keen friendly manner.
Hours 8:30am to 5:30pm Monday to Friday

CV's to Duncan Vipas (Sales Office Manager)

Email: duncan.vipas@rhhall.com

R H Hall (Microwave) Ltd, Hallco House, Beacon Court, Pitstone Green Business Park, Pitstone LU7 9GY

T: 01296 663 400

E: sales@rhhall.com

W: www.rhhall.com

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