



## Senior Sales Administrator

**Are you looking to join a family business to progress your career in Sales administration?**

Polybush have a vacancy for a Sales Administrator based in Wrexham. This role is varied and is primarily to assist the small successful admin' team in their day-to-day tasks. Training will be given and we will be looking to promote within as the department grows.



### **The Company**

Polybush is wholly owned by Bonaprene Products a family business employing 52 people at our site on Wrexham Industrial Estate. Polybush is a team of 7 people working in a new, purpose built open plan office.

As leading design and manufacturer of aftermarket suspension components Polybush work across five different market sectors. Our customers range from o.e. manufactures and national distributors to smaller independent retailers, garages and the general public.

## **The Role**

- Dealing with customers over the phone, by email and face to face
- Sales experience and the ability to close a sale over the phone
- Processing customer purchase orders including contract review and account review
- Provide customer service with order progress, handling complaints and dealing with account issues.
- Providing customers with product and delivery quotations.
- Experience of shipping goods abroad would be beneficial
- Understanding Bills of material is essential for this role
- Helping to keep the company CRM up to date.
- Processing returns from customers.
- Processing purchase orders to suppliers
- Assisting with the despatch of orders to the public and large companies.
- Planning the despatch of goods so warehouse and stock experience would be helpful
- Assisting with stock control and replenishment
- General answering of the telephone
- General administration duties
- Assisting with updating the web site and other marketing media as well as attending trade shows

## **What you have to offer**

- Excellent Customer service skills
- Proven track record in sales
- Good organisational skills
- The ability to work in a small team and show initiative
- Good IT skills
- Experience with Sage or similar accounts/stock control package

## **What's in it for you?**

- Competitive Salary (Dependant on experience)
- 20 days holiday plus bank holidays (increasing to 23 days with service)
- Company Pension.
- The post holder will also be eligible for the annual Company bonus scheme (after qualifying period)

## **Holidays**

20 days holiday per annum (increasing to 23 days with service) plus statutory Holidays.

Holidays are earned at 1.67 days per month in the first year.

3 or 4 days of your entitlement must be saved for the Christmas shutdown.

4 or 5 days of your entitlement must be saved for the spring or summer shutdown.

Holidays from your entitlement must be kept back for these dates.

**Pay**

Salaries are paid monthly in the last week of the month.

The company holds back the first week of pay and pays it back at the prevailing rate when you leave.

Payment is direct into the employee's account.

SSP is paid during sickness.

**Hours of Work**

Monday – Thursday 8.30 am – 5pm

Friday – 8.30 am – 4.30pm

30-minute lunch break