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**NOTICE**

**Sales/Service Support Administrator**

Giltbrook Workwear is a family business and is respected as one of the leading Workwear Rental suppliers in the Midlands region. Giltbrook’s facility is one of the most **advanced workwear specialist laundries** in Europe.

From our newly developed Workwear Rental Facility in Ilkeston, Derbyshire, we supply to a complete cross-section of sectors, Workwear and Laundry services across the Midlands, including the **Food Processing, Restaurant & Hotel, Manufacturing & Engineering, Automotive and Pharmaceutical & Medical markets.**

Giltbrook Workwear are seeking to recruit a **Sales/Service Support Administrator** to ensure we continue to deliver a first class service to our customers. Contracted hours will be 9.00am to 5pm Monday to Friday but flexibility is essential to cover sickness and holidays.

The role will entail all aspects of Customer Service and support to Sales staff.

Key responsibilities and accountabilities:

**General**

* Set up new accounts and progress to placing orders and issuing of workwear items.
* Handling order placement workwear, badging and order process chasing.
* Administration and update of the Giltbrook online Hub with management information.
* Handling customer requests promptly, liaising with the sales and production team.
* Monitoring & Delivery assessment of transport routes.
* Contact suppliers to arrange specifications and samples for new workwear and badges for customer approval.
* Chair Customer service / Production meeting.
* Overall assist in target sales growth helping to introduce new products and services to existing and new customers.

Our ideal candidate will have previous Customer Service experience, good knowledge of Word, Excel, Databases, and Sharepoint. Above all a willingness to take on new challenges and develop.

The successful candidate will be given full on the job training and will have a real “can do” attitude to work.

Available for immediate start ,competitive salary

Application deadline: 18TH May 2018