AD-F-13

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**NOTICE**

 **Part Time Sales/Service Support Administrator**

Giltbrook Workwear are seeking to recruit a part time Sales/Service Support Administrator to ensure we continue to deliver a first class service to our customers. Contracted hours will be 9.30am to 3pm 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.

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

Application deadline: 23rd April 2017