

## Sales Administrator (part time), Adele Adams Associates Ltd, Burley in Wharfedale

We are leading providers of food safety training to the food manufacturing sector, working with many household brands. Established for over 20 years, we now want to expand our team to enable further growth.

We are looking for a strong team player with great attention to detail and communication skills to manage our sales enquiries and help us grow. Based in a beautiful rural location, with options for hybrid working, you will be part of a close-knit, friendly team.

The role will include:

- Being the first point of contact for our clients and responding to sales enquiries
- Managing the end-to-end sales admin process
- Liaising with clients and trainers to offer and confirm dates
- Creating booking confirmations for clients and trainers
- Entering dates and details into our internal booking systems
- Being responsible for keeping our CRM system up to date
- Liaising with other team members
- Updating sales elements on our website
- Tracking sales progress and data
- Sharing ideas and helping us improve

As well as the skills listed below, the ideal candidate will have several years of sales admin experience in a high paced setting.

### Key skills:

- Excellent attention to detail, accuracy and highly organised
- The ability to manage multiple tasks in a fast-paced environment
- Confident with IT skills
- A good knowledge of all Microsoft platforms, particularly Excel

Ideally, with an **immediate start**. Hours - circa 24 hours per week over 4 or 5 days.

Competitive hourly rate of £13.50 per hour.

### Benefits:

- 30 days holiday (pro-rata)
- Annual bonus scheme
- Flexible hybrid working
- Paid breaks
- Pension scheme
- Regular team away days

Please send CV and covering letter to [adele@adeleadamsassociates.co.uk](mailto:adele@adeleadamsassociates.co.uk)

Closing date 5<sup>th</sup> June.