



SALES OFFICE ADMINISTRATOR

Based in the Animal Feed Sales Office at Heygates Country Feeds Ltd, Bugbrooke Mills, Northampton.

The sales office administrator is part of a small team working in an open plan office.

Working Hours: 9.00am to 5.30pm or 8.30am to 5.00pm (alternate weeks) with a lunch break of 1¼ hours plus Saturday mornings by roster (presently one in every five weeks).

Key Responsibilities

- Answer the telephone.
- Process orders from customers.
- Liaise with transport, accounts and production departments where necessary to ensure that queries are answered and customers' requirements are met.
- Support the field sales team by channelling information and enquiries.
- Process credit notes.
- General administrative tasks as required.
- Provide holiday cover for other administrative roles.

July 2017