

Sales Administrator

Molmic Furniture are looking for a sales administrator to join our sales team. The role entails being an all-rounder, learning all aspects of sales from a point of contact for customers, products queries, orders, deliveries, provide support for sales representatives and assist in showroom.

Our ideal candidate is goal orientated and has a deep knowledge of customer service. If you have great organisational skills and draw energy from being part of a team, we would like to meet you.

Ultimately you should be able to contribute to high quality customer service and achieve tasks set.

Responsibilities include but are not limited to:

- Processing orders
- Checking data accuracy in orders and invoices
- Contacting clients to obtain missing information or answer queries
- Liaise with logistics partners to ensure timely delivery
- Provide reports
- Communicate important feedback from customers
- Stay up to date with product knowledge and new features
- Assist in showroom

Requirements:

- Excellent organizational and multitasking skills
- A team player with high level dedication
- Experience as a sales administrator or a sales support role
- Great presentation, verbal skills and phone etiquette
- Punctual and reliable
- Show initiative
- Work well in a team environment
- Available full time

If you believe you have relevant skill sets as outlined above and are excited at the prospect of a new challenge, we would love to hear from you.

To submit your application, please apply online using the appropriate link below.

Please submit your resume and covering letter via the [link on Seek.](#)

All applications will be treated with strict confidence and only short list candidates will be contacted.