



Job Details

These details are representative and are subject to change as the needs of the business change.

Position

Sales Administrator

Location

Taylors Hill Branch
Eastbourne Road
Godstone
Surrey
RH9 8EH

Job Details

Position

Sales Administrator.

Location

Based at our Taylors Hill branch in Godstone (1 mile south of Godstone village - personal transport required). This is a heavyside branch dealing with bricks, blocks, landscaping, etc.

Job Description

Sales Administrator required in a busy builders' merchants dealing with both trade and retail customers on the sales counter and over the phone. The job will also include stock control.

Qualities Required

The successful candidate will be enthusiastic, flexible and versatile. They must be proactive in their approach towards sales and a good communicator. Candidates will also need to feel comfortable operating a computer based sales processing system for which full training will be given. Knowledge of building materials would be advantageous and ideally, but not essentially, candidates will have some experience of working within the builders' merchant industry.

Pay

Basic rates and bonus estimates available on request and dependent on experience and qualifications. The company complies with its legal obligations on pay and government pension scheme availability.

Holiday Entitlement

In addition to all Bank Holidays off, paid in full, staff accrue 21 days paid holiday per annum.

How to Apply

An application form may be downloaded from our website fairalls.uk/careers. Complete and return this to careers@fairalls.co.uk along any other relevant documents (C.V., certificates, etc.).

Working Hours Description

We are currently open 5½ days per week and operate a two week alternating rota. During our winter hours we normally postpone our weekday opening time until 07:30. This reduces the working hours by an average of 2½ hours per week for this period. During these months pay is not adjusted to reflect the reduction in working hours.

Example Working Hours

Summer Working Hours (1st March - End of November)

| | Week 1 | | | Week 2 | | |
|-----------|---------------|----------|---------------|---------------|--------|---------------|
| | Hours | Break | Working hours | Hours | Break | Working hours |
| Monday | 07:00 - 17:00 | 1 hour | 9 hours | 07:00 - 17:00 | 1 hour | 9 hours |
| Tuesday | 07:00 - 17:00 | 1 hour | 9 hours | 07:00 - 17:00 | 1 hour | 9 hours |
| Wednesday | 07:00 - 12:00 | No Lunch | 5 hours | 07:00 - 17:00 | 1 hour | 9 hours |
| Thursday | 07:00 - 17:00 | 1 hour | 9 hours | 07:00 - 17:00 | 1 hour | 9 hours |
| Friday | 07:00 - 17:00 | 1 hour | 9 hours | 07:00 - 17:00 | 1 hour | 9 hours |
| Saturday | 07:30 - 13:00 | No lunch | 5.5 hours | Day Off | | |
| Sunday | Day Off | | | Day Off | | |
| Total | 46.5 hours | | | 45 hours | | |

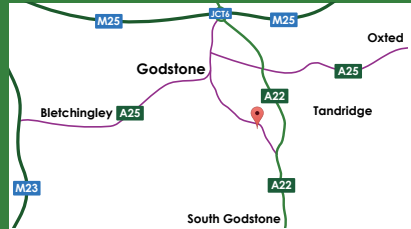
Winter Working Hours (1st December -End of February)

| | Week 1 | | | Week 2 | | |
|-----------|---------------|----------|---------------|---------------|--------|---------------|
| | Hours | Break | Working hours | Hours | Break | Working hours |
| Monday | 07:30 - 17:00 | 1 hour | 8.5 hours | 07:30 - 17:00 | 1 hour | 8.5 hours |
| Tuesday | 07:30 - 17:00 | 1 hour | 8.5 hours | 07:30 - 17:00 | 1 hour | 8.5 hours |
| Wednesday | 07:30 - 12:00 | No Lunch | 4.5 hours | 07:30 - 17:00 | 1 hour | 8.5 hours |
| Thursday | 07:30 - 17:00 | 1 hour | 8.5 hours | 07:30 - 17:00 | 1 hour | 8.5 hours |
| Friday | 07:30 - 17:00 | 1 hour | 8.5 hours | 07:30 - 17:00 | 1 hour | 8.5 hours |
| Saturday | 07:30 - 12:00 | No Lunch | 4.5 hours | Day Off | | |
| Sunday | Day Off | | | Day Off | | |
| Total | 43 hours | | | 42.5 hours | | |

High Street
44 & 46 High Street
Godstone
Surrey
RH9 8LW



Taylor's Hill
Eastbourne Road
Godstone
Surrey
RH9 8EH



Gatwick
Reigate Road
Hookwood
Surrey
RH6 0AU



Sevenoaks
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QH

