

The logo for Judge Sampson Limited, featuring the company name in white text on a red square background.

Judge
Sampson
Limited

SALES ADMINISTRATOR

Person and skill requirements

Experience and a proven track record in telephone interaction with customers

Ability to overcome objections and upsell ranges.

Exceptional office and IT organisational skills.

Excellent IT skills both in Outlook and Excel. Previous experience in Sage would be an advantage.

Excellent command of the English language for both oral and written interaction with customers.

Good mathematical qualifications and agile numerical skills needed, particularly for checking margins.

An eye for detail and the ambition to achieve 100% accuracy.

Politeness and courtesy.

Level headedness when under pressure.

The understanding of extremely seasonal workload.

To be able to prioritise workload.

To be able to communicate with colleagues and advise them in advance of any potential problems.

The sensitivity to handle a variety of skill sets and personalities amongst colleagues.

The desire to be a team player, to offer assistance when necessary and the confidence to ask for help when required.

The desire to seek lasting solutions to problems.

The confidence to challenge the norm in the interests of advancement.

Application forms, available from our website and your current C.V should be submitted with a covering letter stating your salary expectations to: Mrs Lisa Wolford,

176 Bexhill Road, St Leonards on Sea, East Sussex. TN38 8BN.

Email: lisaw@judgesampson.co.uk

www.judgesampson.com

Closing date: 31 March 2017