



Job Details

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

Position

Sales Administrator

Location

Sevenoaks Branch
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QH

Job Details

Position

Sales Administrator.

Location

Based at our Sevenoaks Branch.

Job Description

Sales Administrator required in a builders' merchants dealing with both trade and retail customers on the sales counter and over the phone. The job will also include stock control and from time to time (for example, during staff holidays) the successful applicant may be required to provide yard cover which would include forklift and loader operation, for which training would be provided.

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 20 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 5 days a week Monday to Friday. Saturday working on a rota system with a weekday adjustment might occur at some point in the future.

Working Hours

Normal Working Hours

	Week 1			Week 2		
	Hours	Break	Working hours	Hours	Break	Working hours
Monday	07:00 - 17:00	1 hour	9 hours			
Tuesday	07:00 - 17:00	1 hour	9 hours			
Wednesday	07:00 - 17:00	1 hour	9 hours			
Thursday	07:00 - 17:00	1 hour	9 hours			
Friday	07:00 - 17:00	1 hour	9 hours			
Saturday	Day Off					
Sunday	Day Off					
Total	45 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



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