



Role: Sales Administrator

Location: Dunsfold, Surrey

Values - Sales Administrator – Materials Handling

At Grant Handling our people are our most valuable asset, we are proud to recruit and train the very best in the forklift industry. Equipping them with the skills and knowledge necessary to ensure that, no matter what our customers' need, they can handle it. Our values are:

- Empowerment
- Integrity
- Pride
- Teamwork
- Respect
- Health and Safety

Position - Sales Administrator – Materials Handling

Grant Handling are recruiting for a sales administrator to offer support in relation to the sale or hire of new and used equipment. You will support all sales and hire channels within the business with a focus on accuracy and efficiency.

You will be a good communicator with the ability to support field based sales teams and have experience using the Microsoft package as well as ERP systems. You must be driven and organised with capability to work on your own initiative.

Skills and Experience - Sales Administrator – Materials Handling

- Experience supporting ideally field based sales teams selling capital equipment
- Organised and able to prioritise a busy and varied workload
- Good with data - the ability to analyse quotations, validate data and produce reports
- Comfortable dealing with invoicing, sales packs, contracts and purchase orders
- Confident and accountable for own work with the capacity to raise discrepancies

If you are interested in the above vacancy, please Apply Now!

If you believe you have the necessary skills to fulfil this role, please send a copy of your current CV to Kris.Barfoot@impact-handling.com or email to our general email careers@granthandling.com All employees should ensure their immediate Manager/Supervisor is made aware of their application. External recruitment may be actioned concurrently with this notice.

Closing date: Monday 12th July 2021

