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Established 1922

### **Sales & Purchasing Administrator**

Manchester

Permanent - Full time

Monday – Friday 8am to 4.30pm

1-hour lunch break

Salary – circa £21,000 depending on experience

### **Job brief**

We are looking for a Sales and Purchasing Administrator to strengthen our team.

The role requires an individual with excellent customer service and co-ordination skills to manage both the sales & purchasing elements.

### **Main Responsibilities**

- Taking orders & enquires over the telephone and by email
- Ordering from suppliers
- Processing sales & purchase orders via Sage 50 Accounts Professional
- Support in dealing with customer queries regarding orders, delivery dates and returns
- Generating quotes
- Liaising with internal departments regarding orders

### **The Person**

- Well organised and efficient
- Good data accuracy and attention to detail with good level of numeracy and IT skills
- GCSE Math's & English desirable
- Good working knowledge of Excel & Sage 50 Accounts Professional preferable
- Strong communication skills
- Previous purchasing / sales order processing experience ideally preferred
- Have confidence in their abilities
- Show initiative
- Be a strong team member
- Strong customer service skills; be friendly, flexible and willing to help
- Experience in industry desirable but not critical

**Directors: H Woodcock L Judge**

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