

<b>Title</b>	VACANCY: Junior Sales Administrator (JSA 18)
<b>Role Details</b>	<p>A new position has become available in ATG Access due to the increasing success of the Sales department across the UK and Export Regions.</p> <p>The successful candidate will be based in the UK and report into the Head of Sales UK, Iain Moran. The candidate will work within the Sales team and be supervised and led by the Internal Sales Coordinator, Faye Edwards.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support of Internal Sales Coordinator</li> <li>• Creation of Project Handover packs</li> <li>• Loading of Sales Orders</li> <li>• Loading of New Leads onto System</li> <li>• Running of Reports from System</li> <li>• Pro-Active ABI Searching</li> </ul> <p><b>The Candidate</b></p> <ul style="list-style-type: none"> <li>• High level of Customer Service.</li> <li>• Focused attitude and attention to detail.</li> <li>• Dynamic and able and willing to challenge.</li> <li>• Computer Skills – Excel and Word Essential.</li> <li>• Aptitude to learn and adapt</li> <li>• Professional telephone manner</li> </ul> <p>The candidate should enjoy challenging situations and have the flexibility to work in an unstructured environment where there is freedom to act and the authority to take decisions. The job will best be fulfilled by a person who is self-confident, enthusiastic, friendly, positive, self-starting, competitive, venturesome, mobile, active and independent.</p> <p><b>Salary:</b> Negotiable based on experience</p> <p><b>Package:</b> Company Bonus Scheme Incentive, Enrolment in Company Pension.</p> <p><b>To apply send your CV to:</b> <a href="mailto:hr@atgaccess.com">hr@atgaccess.com</a> or</p> <p><b>Post to:</b> HR Department, ATG Access Ltd, CoBaCo House, North Florida Road, Haydock Industrial Estate, Haydock, Merseyside WA11 9TP.</p> <p><b>Quoting ref no: JSA18</b></p>
<b>Expires</b>	19/10/2018