

WE ARE HIRING

Junior Sales Support

Reports to: Managing Director

Job Purposes:

To be a key part of our office team, often being a first person a customer would be in contact with upon contacting Niclen UK. We view this as the first step on the ladder here in the sales team/administration team, and expect the candidate in this role will progress into a different role within this fast growing business.

Key responsibilities and accountabilities:

- > Undertake a broad range of administrative processes / activities relating to the role.
- > Responsible for incoming calls, post and general emails. Perform any necessary checks to ensure calls, messages and documents are allocated correctly to the appropriate members of the team.
- > Assisting with general queries.
- > Liaising with our finance and administration team in Germany where required (English speaking).
- > Sales related administration to support our busy rental business.
- > Hosting guests, may extend to making hot drinks.
- > Signing for deliveries.

Hours:

Flexible for the right candidate (Part-time/Full-time – Permanent)

Location:

Unit 8 Summerleys Business Centre, Princes Risborough, Buckinghamshire, HP27 9EQ

Salary range:

Dependant on skills and experience, plus workplace pension.

Terms:

The offer is subject to a probation period of 6 months. Holiday entitlement for full-time employees is 22 days per annum plus bank holidays.



Person Specification:

- > Strong communication skills
- > Strong level of literacy and numeracy
- > Friendly and professional telephone manner
- > Honest and trustworthy
- > Confident and keen to see things through to completion
- > Ability to work within a fast-moving environment with tight deadlines with great problem-solving skills. As we are part of the events industry, we typically have busier periods and quieter periods, and you must be able to adapt to this.
- > Preference to work in tidy and safe environments with ability to encourage others
- > Working knowledge of Microsoft Office applications including Excel and Outlook, ideally having used CRM software or accounts software.