

## **JOB DESCRIPTION**

### **NATIONAL ACCOUNTS SALES ADMINISTRATOR**

#### **Job Role:**

To provide administrative and sales support to the National Accounts Team, processing direct dispatch and domestic sales orders and progressing through to delivery, taking responsibility for a range of customers and ensuring that the company complies with their specific 'Suppliers Criteria'. This role may suit a recent graduate keen to progress into a Sales role.

#### **Key responsibilities:**

- Type and word-process various documents and electronic information. Create statistical tools and reports using spreadsheets.
- Create manual invoices to customer specifications
- Deal with invoice queries and credits
- Manage, organise, and update relevant data using database applications. File data and perform other routine clerical tasks as assigned and as needed.
- Performing regular stock updates to direct dispatch customers and managing customer portals.
- Setting up new products data, information and images through various different methods specific to each retailer.
- Generating and following up quotations.
- Liaising with customers via phone, fax and email.
- Check and process direct dispatch and domestic Sales Orders.
- Organising booking slots and making sure deliveries go in on time and to retailers' specific requirements.
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.
- Adhere to stated policies and procedures relating to health and safety and quality management.
- Any other tasks deemed by the company to be necessary for the successful completion of the role.

#### **Person Specification:**

##### Skills/knowledge

- Excellent organisational and communication skills
- Basic bookkeeping as well as knowledge of invoicing and VAT, would be an advantage
- Computer literate with a good working knowledge of Excel
- Ability to negotiate workloads and a good time manager
- Creative thinker and problem solver
- Knowledge of dealing with Blue Chip UK Retailers would be an advantage, but not essential

##### Disposition

- "Can-do" self-motivated attitude
- Enthusiastic and outgoing
- Ability to work on own initiative and also part of a team
- Sense of humour
- Willingness to display flexibility in working hours as occasions may sometimes demand

#### **About us:**

Wilton Bradley are a well-established, family run, import and distribution company with a wealth of experience in sourcing goods from around the world, and in particular the Far East/mainland China. We are specialists in leisure goods and our various brand's cover surf/skate, water sports, wetsuits and dive gear, outdoor play and toys to name a few categories. We trade in the volume affordable end of the market but our brands are renowned for cutting edge design, quality and value for money. We have a highly talented in-house design and product development team who are continually creating exciting and innovative material; we see brand and product development combined with efficient, highly productive and precise operational activity as a key to future success. Our customers range from; independent retailers, wholesalers, buying groups and major chain stores, including a rapidly expanding network of international distributors.

**For Further Information:**

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