

JOB OPPORTUNITY

FULL TIME EXPORT SALES ADMINISTRATOR OLDHAM MANCHESTER

JOB DESCRIPTION

The Role:

To support the Export & International Sales Director and provide administrative assistance to the Export Sales Managers and Overseas Sales Operations team. You will assist in the management of their extensive client and customer list, coordinating diaries, complete monthly expenses and provide general admin assistance to the wider Commercial Team.

Duties:

- Complex diary management for the Export & International Sales Director and diary coordination for the Export Sales Managers and Overseas Sales Operations team.
- Act as a first point of contact for the Export & International Sales Director: dealing with email correspondence, phone calls and enquiries where appropriate.
- Management of the Export & International Sales Director actions from internal and external meetings, ensuring deadlines are met and expectations are managed.
- Book and arrange travel, accommodation, meeting rooms, business lunches/dinners etc.
- Collate and file expenses.
- Collate relevant documentation ahead of meetings, presentations and conferences ensuring the team are well-prepared for meetings.
- Assist on the management of Commercial Team actions ensuring any overdue actions are prompted for completion. Manage databases and digital filing systems.
- Compile and produce reports, presentations and correspondence using Microsoft office suite, ensuring production & review ahead of customer meetings.
- General and ad hoc administrative support to the Export Sales Managers and Overseas Sales Operations team.

EXPERIENCE

- Previous experience in a similar role is essential
- Excellent written and spoken communication skills
- Flexible and adaptable approach to work
- Meticulous attention to detail in all aspects of work
- Organised and efficient to meet deadlines
- Knowledge of Letters of Credit and specific Export documentation

JOB TYPE

Hours: Full-time, Monday to Friday, 09:00 - 17:00

Supplemental pay types: Attendance bonus

Work Location: Royton, Oldham

HOW TO APPLY

Apply online at

www.polyflor.com/about-us/careers

Call us for an application form on

0161 767 1111

Email your CV to

careers@polyflor.com

CLOSING DATE

10th May 2024