



www.continentalsports.co.uk



Sales Administrator

Salary negotiable depending upon experience
Permanent (39 hours per week)
Based in Huddersfield

Continental Sports: Established 57 years ago we design, manufacture and install equipment for Sports Halls, Physical Education, Gymnastics and Trampolining including Trampoline and Ninja Parks.

The exciting opportunity has arisen where Continental is currently looking for someone to join our sales department as a Sales Administrator who can help with continued demand and improvements to our services.

The successful candidate will need to meet the following criteria:

Key Responsibilities:

- Administrative support for the Sales team and company Directors.
- Manage email enquiries and guide customers through online website ordering.
- Manage small sales enquiries by providing bespoke quotations.
- Correctly enter and maintain data in our sales project QM and online ABI leads databases.
- Answer calls from existing clients, suppliers and pass over new leads from prospective clients.
- Input & process sales orders on our EFACS system.
- Handle any client complaints in a professional manner by following the correct procedures.
- Maintain a high level of After Sales service and continuity for clients.

Key Skills:

- Be articulate, confident, enthusiastic and have excellent attention to detail.
- Have the ability to generate rapport, build customer relationships and communicate with people at all levels.
- Work well under pressure, managing a high workload & multiple deadlines simultaneously.
- Excellent telephone manner.
- Exceptional written and verbal communication skills.
- Strong IT skills with Microsoft office and Google Workspace applications.

Continuous training will be provided to ensure there is a full understanding of the sales process.

To apply please send CV and covering letter to jobs@contisports.co.uk