

JOB ADVERTISEMENT

Internal Sales Administrator



Job Title: Internal Sales Administrator
Location: Devonshire Road, Honiton, EX14 1SG
Reporting to: Sales Manager
Job Type: Maternity Cover for 12 Months

Job Description:

AEP Ltd is made up of a very special group of knowledgeable, experienced and extremely hard-working individuals and we retain those values associated with family run businesses.

We require a well-organized and self-motivated person to join our busy sales department and whose duties would include, answering telephone calls, liaising with customers and suppliers, processing customer enquiries, installation project management, inputting data and assisting in the day-to-day logistics of the sales department.

All applicants will need to demonstrate the following:

- Self-motivated and energetic
- Previous administration experience
- Excellent interpersonal skills
- Good computer skills are essential to this role.
- The successful candidate should live within the area or within easily commutable distance.

To the successful applicant we would offer:

- Competitive salary - Depending on experience and pedigree
- 25 days holiday (in addition to Bank Holidays) and Company sick pay
- Pension Scheme
- Full support and back up from our highly skilled team
- Training as required

Please write or send your CV to: Mike Doe mike.doe@aep-ltd.co.uk

Closing Date for Applications: **20th August 2021**

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