

Sales Administrator



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Competitive salary and benefits package on offer, within an employee-owned organisation.

Closing date: 21st June 2021

ABER is looking for a highly motivated and hardworking Sales Administrator to join their fantastic team. This will begin as a part time role of 20+ hours per week.

Main purpose

The core function of this role is to act as the main point of contact for customers with queries providing the hub for sales order processing, ensuring incoming purchase orders are confirmed, placed with manufacturing and then despatched when ready.

This also includes answering sales queries from both incoming phone and email enquiries and forwarding them to the appropriate member of Sales or Support when necessary.

In this role, you will work closely with the ABER's Front of house and Manufacturing departments.

Duties to Include

- Assist in preparing and processing quotes for parts and systems as and when required.
- Prepare and process pro forma invoices, keeping a close eye on the agreed terms.
- Replying to incoming purchase orders with confirmations of order, checking for any incorrect amounts and confirming the delivery schedule.
- Schedule and book finished jobs with courier/ freight forwarders, prepare and check order for despatch including any documents such as manuals and certificates.
- Inform the customer of the delivery schedule, answering any queries on this from the customer and also keeping the Sales team informed of any issues.
- Processing invoices on despatch of goods.
- Input and maintain a number of key databases/spreadsheets with order information.
- Loan stock Management and control of demo stock

Knowledge, Skills and Experience Required

- Previous experience of working in a similar numerical, administration role
- Knowledge of international exporting desirable.
- Excellent customer service and communication skills
- Good numeracy skills for order checking and processing essential
- Willing to take on new initiatives and processes that improve the Sales order process
- Be a team player with the ability to work independently when necessary
- Knowledge of Sage, IT systems
- Conscientious and display a strong commitment to the task at hand.
- Demonstrable drive and enthusiasm for your work.
- Excellent problem solving skills.

To apply please send a CV and Cover Letter by email to: hr@aberinstruments.com

Aber employee benefits at a glance

As part of Aber's commitment to making the company a great place to work and to reward our employees for their contribution and hard work, we offer the following benefits.

1000 gifted shares on completion of probation period



ABER profit share



Flexible working



Peace of mind if you die in service
(4x salary for your family)



Income protection scheme
(75% of salary)



Opportunity to buy further
ABER shares



20 days increasing to 26 days (UK based) holiday plus bank holidays with additional shutdown between Christmas and New Year



Opportunity to influence how the company grows and operates through an employee council.



ABER contributes 8% towards your pension scheme, while you contribute just 3%



Cycle to Work scheme

