



AHS Ltd are recruiting a Sales Administration Assistant to join a leading supplier of landscaping and horticultural products, based in Northiam, East Sussex. The successful candidate will be joining a well-established and growing company with excellent opportunities for career growth.

Reporting to the Sales Manager, you will be responsible for providing administrative support to the sales team.

The role:

- Office-based Sales Administration Assistant based in East Sussex.
- Assisting the team with administrative support and clerical duties as required.
- Ensuring effective communication with suppliers and customers.
- Confirming deliveries with 3rd party hauliers.
- Verifying the accuracy of orders prior to invoicing.
- Collaborating with the Customer Service team to resolve issues in a timely manner.

You will need:

- A strong team ethic.
- Great communication skills.
- An ability to multitask
- Excellent planning and organisation skills
- An ability to prioritise your workload effectively.
- An attention to detail.
- Customer focus.

Training:

- Formal Sales and Customer Service training will be provided to the successful candidate.

In return for your hard work and commitment you will be rewarded with some great benefits, including:

- Competitive salary.
- Matched contribution pension scheme.
- Healthcare scheme available after a qualifying period.
- Mon – Fri 8.30am to 5.00pm with 1 hour lunch.
- No weekend work.
- Free secure parking on site.

Please email CV, covering letter and salary expectations to Ian Peacock on ian.peacock@ahs-ltd.co.uk