



Sales Administrator

Location: Boningale Nurseries – Wolverhampton

Company: Boningale Ltd

Contract Type: Permanent, Full-time

Job Description

Established in the 1960s, Boningale Nurseries has grown to become one of the leading suppliers to the British landscaping industry. From our 40-acre container site in Shropshire, we produce and contract-grow a huge variety of Shrubs, Specimens and Trees, which is supplemented with specialised stock from our trusted network of UK and European-based suppliers.

We have a vacancy for a Sales Administrator to join our small and friendly team based in Albrighton.

This role will suit an organised individual with strong communication skills and a commitment to delivering excellent customer service. You will perform a supporting administrative role to members of the sales team

Job Responsibilities:

- Build relationships with clients over the telephone.
- Ensure accurate and timely inputting and processing of sales orders and quotations.
- You may be required to work from both our Albrighton and Worfield sites depending on campaigns.
- Achieve good results through planning, good communication, monitoring and following company procedures.
- Undertake any other duties commensurate with this role.

Attributes Required:

- Must be able to demonstrate experience of working in a similar role.
- Possess excellent customer service skills and the ability to communicate at all levels.
- Be IT Literate and a proficient user of Microsoft packages.
- Have excellent communication and inter-personal skills.

Working Hours:

40 hours per week, worked between; 8.00 am – 5.00 pm Monday to Friday

Benefits:

23 days holiday, plus bank holidays, increasing after 5 years' service.

Healthcare Plan. Pension.

If you have the required skills and experience to join our fast-growing team here at Boningale Ltd, please email your application through to jenny.ward@boningale.co.uk quoting vacancy reference 21/011. For more information about Boningale Ltd please visit our website www.boningale.co.uk No agencies please.