



NovaCast Limited
Unit 8 Lancaster Park
Bowerhill
Melksham
SN12 6TT
United Kingdom

ENGINEERING SALES ADMINISTRATOR

Do you have a flair for manufacturing/engineering, an outgoing confident personality, relish providing excellent customer service and have strong administrative skills? If so, this exciting new opportunity could be the role for you. Working alongside the sales department, answering to the Sales Director, you will be pivotal in ensuring customer satisfaction.

As Engineering Sales Administrator, your role would include:

- ✓ Producing quotes and dealing with queries from the sales department or customers
- ✓ Providing effective support, communication and quality of service to our customers, ensuring they are kept informed of the status of their orders
- ✓ Developing and maintaining excellent relations with our customers
- ✓ Liaising with the correct department to resolve customers supply queries
- ✓ Using your creative flair to seek new sales opportunities through marketing initiatives
- ✓ The ability to read/understand 2D technical drawings would be an advantage though not essential
- ✓ Good IT skills to support an office environment including experience using MS packages
- ✓ General administration

To be successful in this role you should have:

- ✓ Proven success in a sales or customer support role
- ✓ Confidence in telephone-based customer support and sales
- ✓ An outgoing, confident personality, positive attitude, good inter-personal skills and an organised mind
- ✓ Enthusiasm and self-motivation
- ✓ A background or qualifications in engineering/manufacturing/mechanical engineering/metal casting would help get you going in the role but is not essential as training can be given

This is an excellent opportunity to work in a friendly environment with a team that is dedicated and passionate about craftsmanship.

The position is **full time** (39 hours per week) Monday to Friday. Salary will be dependent on experience.

Applications to be submitted by **Friday 27th March 2020**.

To apply for this position, please email your CV to rphillips@novacast.co.uk or post to: Mr. R. Phillips
NovaCast Ltd, Unit 8 Lancaster Park, Bowerhill SN12 6TT



Certificate Number: 11468
ISO 9001

NovaCast Limited

Registered office: Unit 8, Lancaster Park, Bowerhill, Melksham, Wiltshire SN12 6TT England.

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