

## Role & Responsibilities: Senior Hire and Sales Administrator

We have the exciting new opportunity within Our Hire and Sales Department for an experienced Senior Sales Administrator.

Reporting to the General Manager - JMAC Safety Systems the newly appointed employee will join our vibrant and friendly Sales team within this fast-paced Department.

Full training on our processes and procedures will be provided on the job, key duties of the post will be to assist with the following:

- Preparing quotations
- Chasing aged Debt
- Stock reconciliation
- Stock Checking
- Liaising and building strong relationships with new and existing clients
- Increase awareness of the MAC Brand and MAC Product Range, promote its products to targeted markets
- Using the company CRM systems to print off POD's, cross checking them against the original order paperwork and invoicing client.

### Core Competencies

- Excellent written and verbal communications skills, demonstrably able to use a variety of communications styles, language, and media, appropriate to the team and to other stakeholders including regular sales communications.
- Experience of aged debt management
- Excellent planning skills together with strong prioritisation skills.
- Delivery focused – taking potential clients through the sales process /cycle
- Ability to work on own initiative, yet also strong team player
- Committed to working through problems to ensure they don't impact objectives
- Defines success as the opportunity to grow with the Mac brand
- Passion and Drive - willing to go that extra mile to achieve a target/objective
- Resilience - ability to meet challenges and pressures head-on and to manage and address set-backs as encountered
- Collaborative – ability to cooperate and to communicate well, and to resolve differences of opinion quickly and mutually
- Flexible and adaptable – ability to improvise and adapt to a dynamic business environment

### Role Requirements

- 1 Year experience in a similar role
- Job Types: Full-time, Permanent
- Salary: Up to £21,000.00 per year

To apply for this role please forward a copy of your CV to [jon.shanks@jmacsafetysystems.co.uk](mailto:jon.shanks@jmacsafetysystems.co.uk)

### J.MAC SAFETY SYSTEMS

Portrack Grange Road | Portrack Lane | Stockton-on-Tees | TS18 2PH

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