



Sales Administrator

Freshview Foods are one of the U.K.'s leading independent suppliers to catering professionals. We pride ourselves on supplying a wide and diverse range of food and related products to satisfy the needs of our catering customers. We do this whilst delivering something we have become famous for, our outstanding levels of customer care.

Purpose of the Position:

The purpose of the role is to provide full administrative support to the Commercial Analyst and Sales Team. The role holder will be proactive, flexible, and reliable with excellent skills in communication, organisation, and business acumen. The role holder will be required to work to tight deadlines and have excellent computer skills with extensive experience with platforms such as Microsoft Excel, Word, and Publisher. The role holder will be expected to work closely with the Commercial Analyst and Sales Team and assist with a number of reports to be done on a daily/weekly/monthly basis. A strong attention to detail with a 'can do' outlook and attitude is essential. This role will require a degree of autonomy, and you will be expected to communicate frequently with the Commercial Analyst.

Key Activities & Responsibilities:

- These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the business and its customers.
- Manage and generate an extensive range of reports in various formats for the Directors, Commercial Analyst, Sales Manager, and Account Managers as scheduled or as and when required.
- Small ad hoc marketing material for Head of Sales.
- Price comparison analysis and generating customer price lists & welcome packs on behalf of the sales team.
- Maintain product information on the Freshview website as well as other Procurement websites.
- You will ensure all administration duties are completed within required time deadlines.
- Handle and forward any incoming customer enquiries to the Account Managers professionally and promptly.
- Be proactive and look to consistently improve your product knowledge with the purpose of gaining a full understanding of our product range.
- You must be highly self-motivated, able to work for long periods unsupervised, use your initiative, manage your workload and oversee a robust outlook calendar.
- You will ensure that all data held by the company regarding customers, employees, marketing or our commercial activities is accessed appropriately, only during working hours and not shared with any person or organisation outside of the company.

Working hours:

40 hours per week Monday–Friday
8am – 4.30pm

Location: Stoke-on-Trent
Telephone: 01782 717806



To apply:

Please apply in writing with an up to date CV for the attention of Nicola Lessiter to recruitment@freshviewfoods.co.uk