

(Bilingual) Sales Admin Assistant

This is a full-time permanent and important supportive role. You will be part of a proactive team in which you will be expected to assist our UK and International Sales Executives in the day to day running of a busy sales office.

Key responsibilities will include:

- attending to the everyday running of the sales office: dealing with inbound emails and telephone calls, seeking price and availability on new enquiries, progressing existing orders and requests for sales documentation such as test certificates etc;
- inputting sales orders;
- statistical analysis of sales/despatch figures;
- deputising for other sales executives in their absence;
- controlling and despatching all documentation legally required (test certificates, CE required documents etc) for full traceability of all our products from the mill to the customer. Ensuring customers receive all relevant paperwork for deliveries including the test certificates prior to their load arriving;
- logging, progressing and finalising all claims and complaints from customers;
- logging, progressing and finalising all claims and complaints on suppliers;
- computerising the receipt of new stock material as it arrives from a combination of ships, container vessels and trucks;
- filing and the normal activities associated with the running of a busy sales department;
- participating and collaborating in sales meetings;
- participating in international trade fair exhibitions.

Essential Skills and Requirements:

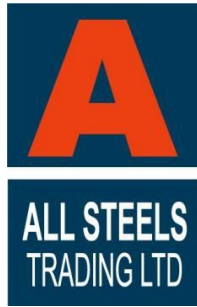
- excellent written and verbal communication skills;
- fluency in a second language (European) will be most beneficial;
- good team player;
- excellent keyboard and written skills, articulate with good spelling and grammar;

All Steels Trading Ltd, Hambleton Steel Works, York Road, Thirsk, YO7 3BT.

Tel: +44 (0)1845 528280 Fax: +44 (0)1845 528290

Email: sales@allsteelstrading.co.uk Web: www.allsteelstrading.co.uk

Registered in England No: 04316537 VAT Reg No: 875 7824 67



- reliable and consistent;
- flexible attitude and able to take initiative;
- excellent eye for detail and good organisational skills;
- proficiency in using Microsoft packages.

Training will be given on all matters pertaining to this post. The competitive starting salary will be commensurate with experience and ability.

Applicants will need to send a copy of their curriculum vitae (CV) together with a brief structured covering letter to Mrs Kim McDougall email: kim@allsteelstrading.co.uk.

Electronic application is encouraged and preferred, or alternatively this may be by post sent to Kim McDougall at the following All Steels Trading contact address:

All Steels Trading Ltd, Hambleton Steel Works, York Road, Thirsk, YO7 3BT.

NB: Kindly note that the deadline for submitting an application for the position of Bilingual Sales Admin Assistant at All Steels Trading Ltd is **12 noon on Friday, 8 December 2017**.

Additional Information:

All Steels Trading operates as a bulk trader of a wide range of both long rolled steel products and we combine this service with a huge offering of dockside stock for immediate supply from order. We also provide a unique skill in being able to source and supply niche market products including special shapes, high yield steels for the offshore industry and micro alloy grades for hot forging/pressing such as boron steel. From our dedicated portside warehouses at Groveport on the East Coast of England we are ideally positioned for road trailer deliveries to the UK and Mainland Europe. More distant locations around the world can also be serviced through the use of 20ft and 40ft containers.

All Steels Trading's group of sister companies currently employs circa 100 members of staff with 10+ of those colleagues working exclusively for All Steels Trading Ltd. The position of Sales Admin Assistant will be based at All Steels Trading's head office in Thirsk.

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