

HELLO! Do you have a passion for customer service? Would you like to work for a growing, supportive company that celebrates success? Is your reason for getting up in the morning knowing your expertise made a difference to your organisation? Then Bosta is looking for you!



SALES ADMINISTRATOR



- Are you passionate about giving excellent customer service?
- Would you enjoy a salary of £22k+ depending on experience, plus a quarterly and annual bonus scheme?
- Are you based within commuting distance of Bury St Edmunds?
- Are you Ambitious, Engaging, Curious, Daring to be Different and Excelling in what you do?
- We are looking for a Sales Administrator to join our team in Bury St Edmunds, could that be you?

PLACE IN THE ORGANISATION

Reporting to: UK Managing Director

Location: Convenient travel to Bury St Edmunds

Working alongside: Aftersales and Sales teams

Supported by: 4 Market Development Managers, 3 Customer Development Managers, Marketing, Credit Control, Business Analyst & Group Workstreams

PRIMARY ACTIVITIES

Assisting the Aftersales and Sales teams in delivering their goals:

- Handling in-bound telephone calls
- Assisting customers with online order tracking
- Prequalifying telephone enquiries and creating tasks in the CRM system for the sales team to action
- Helping with general administrative tasks
- Responding to enquiries emails
- Assisting with answering enquiries and questions via the online chatbot

REQUIREMENTS

- Professional approach with good telephone manner and communication skills
- A background in customer service or administration is beneficial
- Be able to proactively deal with challenges and problem solve independently
- A strong and confident individual who is able to hit the ground running!

CORE VALUES

We strongly believe in our company values, acting on them daily and so uniting all employees in all countries:

- Always driving for results
- Being engaging
- Continuously curious
- Daring to be different
- Excelling in what we do

As befits an agile, forward-thinking organisation a very high standard of consideration and flexibility is given by and expected by all in the Company.

Passion, ambition, proactivity and a commitment to our social responsibility, as reflected in our Waterstarters program.

The decision making is placed in the hands of those with the hands-on knowledge of the needs.

HAVE WE GOT YOUR ATTENTION?

Send your CV to enquiries@bosta.co.uk stating the vacancy you are applying for. If your application is selected for progression, we will contact you to for an interview which may take place over the phone or via video call. If you reach second interview stage, further details of how it will take place will be given at the time.



LIKE TO KNOW MORE?

Do you have any questions about the vacancy or want more information?

Then call us on 01284 716580.

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www.bosta.com

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