

FP Mailing L&C in Lovell House are looking for a Sales Administrator to join their growing team!

Responsibilities:

- Receiving and processing customer orders
- Issuing invoices
- Maintaining customer records using our CRM system
- Answering the telephone and responding to emails

The ideal candidate must be able to use Microsoft Office and have great communication skills to maintain strong relationships with our existing customers.

Offering a competitive salary from £18,500 to £20,000+ per annum.

FP Mailing L&C offer a dedicated service providing franking machines, multi-function printers, software and telecommunications to businesses across the North West, Yorkshire and the Midlands. Our staff are made up of a team of experienced and friendly people, and we are now looking for two exceptional individuals to join us in our growth! At FP Mailing L&C, we are committed to providing the best customer service possible, whilst helping businesses save time and money, so are looking for individuals to share the same passion in our ethos.

Industry experience is not essential, as we will be happy to provide training if necessary.

For anyone interested, please send your CV and covering email to Co-Director, Mike Brindle at m.brindle@fpmailinglandc.co.uk and for any queries about the role in the meantime please call 01925 820 638.

The graphic features a central image of a person's hands typing on a laptop. The background is a light blue and white geometric design with pink and blue curved shapes. The FP Mailing L&C logo is in the top right, and the text 'WE'RE HIRING!!' is prominently displayed in the center. Below it, the role 'Sales Administrator' and salary '£18,500 to £20K+' are listed. A red 'APPLY NOW!' button is at the bottom left.

FP MAILING L&C

WE'RE HIRING!!

Sales Administrator
full time role
salary - £18,500 to £20K+
based on Birchwood Park

APPLY NOW!