

Sales Administrator

About Us

Halma Water Management (HWM) is a group of successful water conservation companies who have joined forces under a single sales, design and distribution network to manufacture and supply flow measurement, data logging, and leak detection solutions for the water industry. Our extensive experience and unrivalled innovation has made us a world leading team with an international reputation for technology, quality and service. Together, we provide an unparalleled range of products and services for the water industry.

We are proud to be part of Halma, a major worldwide technology group making safety products and products that improve quality of life. As an integral part of the Halma Group plc, Halma Water Management has the strength and credibility of a FTSE 100 plc Company with the financial resources to match.

Halma has been trading for over a century and has a level of corporate pride second to none. Their customers range from small enterprises through to some of the largest companies in the world, and they export products globally, currently to over 50 countries.

Job Purpose

We are seeking an enthusiastic Sales Administrator to support our sales processes.

Key Requirement and Responsibilities

- Order processing and shipping arrangements
- Respond to customer enquiries & queries
- Liaise with Account Managers regarding order queries
- Preparing commercial paperwork to assist with dispatching orders
- Liaise with various departments in the company as required to ensure orders are processed promptly
- Preparing customer reports as required
- Liaise with customers to ensure they are continually kept up to date on the status of their orders
- Liaise with various couriers to collate delivery information

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company and its overall business objectives.

Knowledge and Experience

The successful applicant must have a strong background of working within a busy office and order processing. A good customer service background, strong administration skills, a good telephone manner and an eye for detail is essential.

Essential Requirements

- Must be methodical
- Able to prioritise workload
- Able to work independently
- Able to stay focussed in a busy environment
- Excellent verbal and written communication skills
- A customer focussed approach at all times
- Strong administration skills
- IT literate, numerate and willing to be part of a team

Desirable Requirements

- Exporting and shipping experience
- Knowledge and experience of electronic (or other) technical products an advantage

How to Apply

To apply for this vacancy please contact hr@hwm-water.com, sending your CV along with a covering letter stating why you feel you are particularly suited to this role.