

**we're
hiring.**

Sales & Customer Service Advisor

Salary: £27,000 - £30,000 per year (Depending on Experience)

East Riding Horticulture are looking for a Sales Administrator for our Horticulture division here at our office in Sutton upon Derwent, who is focused, driven and passionate about horticulture. Working alongside our specialist Horticulture Sales Team, you will have adaptable communication skills and the tenacity to drive sales of East Riding Horticultures high quality range and provide professional advice to customers. Reporting directly to the Sales Manager with ongoing interactions with the marketing team.

The successful candidate will be given full training on the technical knowledge, and therefore is required to be driven to learn. This is a role for an individual who is a team player with the drive and the ability to work alone and be self-motivated in assisting a broad spectrum of customers.

Location/Hours

Monday – Friday 8.00am - 5.00pm

Office based in Sutton upon Derwent, YO41 4BY

Job Role and Responsibilities

- To develop and manage relationships with existing customers
- Monitor sales email inbox ensuring emails are dealt with in a timely manner
- Receiving and processing sales orders on the system
- Verifying orders, including customer's personal information and payment details
- Identifying the right product for the customer's needs
- Making customers aware of the wide range of products available
- To respond to calls, emails and customers where you will advise them in a manner to assist with their requirements
- Keeping customers up to date with the latest practices, products, and promotions

Skills and Experience

- Excellent PC skills, including Microsoft Office & Sage (training will be given if no experience)
- Professional and friendly communication skills
- Ability to work under pressure
- Initiative – ability to drive own workload forward
- Self-motivated and a good team player
- Willingness to learn

Desirable Skills

- Experience in horticulture
- Practical knowledge of the horticultural industry

Benefits

- 20 days' annual leave plus Bank Holidays
- Highly qualified support team with many years of experience
- Pension Scheme
- Private Healthcare

To apply:

Please forward your CV by email to:
hugh@erh-ltd.co.uk