



Sales Office Support

Henry Cole & Co Ltd - Ewen, Cirencester

Job Type: Full-time, temporary

We are an animal feed wholesaler based in Ewen (about 10 minutes from the university) with horse and farm animal feeds being our most popular feeds. We are looking to recruit a sales office support person in our busy sales office. We are about to enter our busy period, now until February and I wondered if there are any students looking for temporary employment starting straight away for a few weeks/months.

The main duties of the role include:

- producing and maintaining all administration involved in the processing of our orders
- answering the telephone to receive sales orders and answer customer enquiries
- serve customers that call into our office
- support our Sales Administrators and Office Manager

The ideal candidate would have excellent customer service skills, be well motivated and flexible in meeting the daily needs of the business, have the ability to work under their own initiative and as part of a small team.

Animal and particularly equine knowledge would be advantage as would previous knowledge of Sage accounts, although full training would be given.

To apply, please send CV and short covering email to Alan Christie, Managing Director alan@henrycole.co.uk

Closing date for applications: 30 November 2020