

## **Office Administrator**

We have an exciting opportunity based at our office and factory in Eastleigh for an enthusiastic office Administrator who is keen to join a long established and in-growth business with genuine opportunities for progression.

You will be involved in all aspects of the day to day lifecycle of the office and will primarily support the Sales team. This will involve dealing with incoming enquiries from customers, providing quotations and using technology available to follow up. Order loading and data inputting will be core to making sure the systems are up to date.

The office environment is fast paced and as we work in the Event Industry it can sometimes be hectic and therefore a strong personality with excellent organisational skills is preferred.

As an Administrator the role will be varied but the main tasks you will be required to carry out are listed below:-

### **Responsibilities**

Answering incoming enquiries and following up with quotations, verbal or written

Day to day administrative work including filing, invoicing and data inputting

Become an integral part of the Covers & Linings office team assisting in all areas where necessary whilst be able to work under own initiative when the need arises

Ensuring that invoices/credit notes are raised in keeping with customer terms

Following the administrative duties expected of a Sales Administrator

Assisting the sales department with calls to clients occasionally

### **The successful candidate should ideally possess:-**

Previous administrative experience is not essential

Have a good command of the English language both verbally and written

Have basic knowledge of the Microsoft programs

Computer literate and have the ability to pick up and operate our existing in house software

If you are interested in the role and meet the requirements above we are keen to hear from you.

Please email your application together with an up to date CV to [sales@eventinteriors.com](mailto:sales@eventinteriors.com)

Take a look at our website: [www.eventinteriors.com](http://www.eventinteriors.com)