

## **Purchasing & Sales Admin Officer, Part Time**

**Glendevon Energy, Tullibole Mill Farm, Crook of Devon, KY13 0UL**

### **Job Description**

- Purchasing, including sourcing/ pricing/ ordering/ tracking parts
- Emailing repair part costs to customers and liaising with customer services to book appointment
- Liaising with suppliers regarding warranties/ returns
- Sales admin to support Sales Manager, including populating quotes/ tracking enquiries/ checking compliance paperwork
- Communicating with suppliers, engineers and customers by phone and email
- Updating spreadsheets and tracking documents
- Any other related work requested

### **Skills/ Capabilities**

- Excellent verbal & written communication skills
- Organised and completes tasks efficiently
- Able to multi-task and prioritise
- IT literate and eager to learn
- Ability to use your initiative and work independently as well as part of a team
- Previous experience working in construction/ engineering/ heating company desirable but not essential

### **T&Cs**

- £12 per hour
- 9am - 1pm, 5 days a week.
- Ad hoc additional hours may be available.
- 28 days holiday pro rata

**To apply email your C.V. to Isla Kerr at [sales@glendevonenergy.co.uk](mailto:sales@glendevonenergy.co.uk)**