



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

- £13 per hour
- 25 Hours per week (ideally mornings but can be flexible)
- 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

T: 01577 840579
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