



Sales Administrator Job Description

An exciting opportunity has become available within Academia the Technology Group, the successful candidate will be working directly with one of the companies within the group. **Charterhouse Muller (CHM)** are seeking a **Sales Administrator**.

The successful candidate will provide all round administration Support to the sales & operations team.

This is a full time, permanent opportunity and offering an immediate start. The CHM headquarters are based in Reading, you will be required to report to the Reading office on a daily basis, specifically for an 08h30 start daily. The Sales Administrator role would suit an experienced individual who is looking for company that can offer long term career development and progression.

The successful candidate will be required to complete a satisfactory DBS certificate.

Amongst other tasks, your duties and responsibilities will include;

- The complete pre- and post-sales administration support on behalf of the Sales teams
- Building quotations, Generating Sales Orders, Raising Purchase Orders
- Managing customer returns
- Maintaining the back-order reports
- You will be supporting with customer queries both via email and over the telephone
- General administration duties as required including booking travel arrangements, preparing meeting rooms, providing support to visitors including preparing refreshments.
- Taking minutes and providing administrative support to the Senior Leadership Team.

Required Knowledge and Skills

- Strong and effective communication skills both in writing and verbally are key
- Previous administration experience is essential, including preparing agendas and minute taking.
- Able to work well as part of a team;
- Ability to work accurately and methodically;
- Strong numeracy, literacy and computer skills;
- Strong attention to detail is needed;
- Excellent interpersonal skills – to deal with customers and external contacts;
- Good organisational skills and ability to work to and sometime implement own processes.



Why Charterhouse Muller?

Charterhouse Muller leads the way in helping organisations retire IT assets securely and ethically. By recycling assets with minimum environmental impact and extending their life through reuse wherever practical, Charterhouse Muller help organisations deliver a more sustainable approach to IT.

Charterhouse Muller is part of Academia the Technology Group. We employ over 180 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £100m.

Within the Academia the Technology Group, we have Charterhouse Muller (our recycling and repurposing company) as well as Vital York (an MSP in York). We were acquired by Strive Capital in September of 2020, who have provided further support and financial strength to the company.

Benefits

- Gym membership contribution
- Health Cash Plan
- Free half day annual leave on your birthday
- Free Will Writing service
- Life Insurance
- And much more