

Sales Team Administrator

Job Type: Permanent, Full-Time (Monday-Friday 8.45 to 5.15)
Part time hours may be available for the right candidate.
Salary: £17,000 - £20,000 p.a. Dependant on Experience
Location: Nr Sevenoaks, Kent

We have a great opportunity for a highly organised and personable sales administrator to join our busy and growing team, providing essential support to our sales representatives and our customers.

You will be involved in a wide range of support functions, including customer service, sales support and sales processing, as well as assisting in the efficient day-to-day running of the office.

Person Specification

- Previous business or sales administrator experience required
- Experience in a financial organisation is desirable
- Highly organised with the ability to multi-task
- Bookkeeping skills would be viewed positively, especially with knowledge of Sage 50
- Ability to prioritise own workload and meet deadlines
- Strong written and verbal communication skills
- Good numerical ability
- Positive and confident attitude
- Excellent attention to detail
- A team player with high level of dedication
- Proficient in MS Office, particularly Outlook, Word and Excel
- Eligible to work in the UK

About Us

Compass Business Finance is an independent company specialising in the provision of asset-based finance to the print, packaging and engineering sectors. Established in 2005, Compass continue to see year-on-year growth through their innovative and relational approach to the market. In addition to their own loan book, Compass have broking lines with several other funders and are accredited by the British Business Bank to offer funding supported by the Enterprise Finance Guarantee Scheme.

To Apply

Email your CV and covering letter to Amy Hird (amy@compassbusinessfinance.co.uk)
