

Are you a flexible, adaptable and resourceful team player with a high focus on providing an excellent standard of customer service who is keen to work in a friendly environment? Do you have experience in telesales or customer service? Do you have strong administration and Microsoft office skills; particularly word and excel; and the ability to multi-task and assimilate new information quickly?

An exciting opportunity has arisen for a confident and proactive **Sales Assistant** to join this successful business providing administrative support and essential back up to the Framtrade team serving retail customers and Fram Farmers members with the supply of bottled and bulk gas.

Framtrade Ltd is a trading company, and a wholly owned subsidiary of Fram Farmers. Framtrade provides gas cylinders, bulk gas, bird scaring devices, and other products such as gas fires, heaters and barbecues.

You will be responsible for a variety of activities including:

- Receiving and processing fuel and gas orders
- Assist with administration such as invoicing
- Make gas deliveries as and when required
- Assist with the marketing promotion of Framtrade

To be considered for this position you will have a good standard of basic education coupled with an upbeat, can do attitude, a good telephone manner, and have gained previous telesales or customer service experience.

This role involves manual loading & unloading vehicles with heavy goods such as gas cylinders.

In return for your ability to multi task and remain calm under pressure you will be rewarded with a competitive salary of c£20,000 - c£22,000 plus benefits depending on experience/knowledge.

Own transport is essential due to location as well as a full driving licence as you will expected to make gas deliveries as and when required using the companies vehicles.

If you believe you have the necessary skills and experience for this vacancy, please apply today!