

JOB DESCRIPTION

Sales & Accounts Administrator

SCOPE: With supervisory review, the Employee is accountable for providing assistance to the Sales Team and the Financial Controller

REPORTING RELATIONSHIP: The Employee will report to the Financial Controller.

Principal Responsibilities (without limitation):

Sales Administration

- Process and maintain sales orders and related information in EXO, Sales Force and spreadsheets
- Issue purchase orders to suppliers and sub-contractors
- Liaise with suppliers regarding stock availability and delivery
- Liaise with overseas manufacturers regarding order availability and shipping priorities
- Communicate stock arrival and stock availability with the sales force
- Approve supply only dispatches once payments received
- Process warranty claims in EXO once approval has been provided by France (handover to After Sales)
- Establish and maintain project records to ensure efficient and timely delivery of projects to the Company's clients
- Prepare project handover documents on project completion and issue to the client
- Provide support and guidance to the sales team regarding the order process
- Collate data for reporting
- Adhoc purchasing.

Accounts Administration

- Accounts Receivable
- Monthly revenue invoicing
- Monthly invoicing report
- Complete and submit Creditor forms
- Stock adjustment preparation for Financial Controller
- Project cost analysis
- Accounts Payable backup support for leave/workload coverage.

General Administration

- Maintain office supplies and cleaning contract
- Answer all general telephone and email enquires
- Travel arrangements for sales and construction staff
- Other duties as required.

Occupational Health and Safety

- Commitment to the Integrated Management System policy and procedures
- Work in a safe manner without risk to self, others or the environment
- Comply with all emergency and evacuation procedures
- Correct use of all Health & Safety, Environmental, and Quality controls
- Report all incidents and hazards in Safety Champion.