



## **Sales and Accounts Administrator (Swindon)**

**An opportunity has arisen for a Sales and Accounts Administrator to join the Hills Quarry Products team, based at our head office in Swindon.**

The main purpose of this role is to provide a first class administration service, to both the internal and external customers of Quarry Products.

Responsibilities of the position will include dealing with customer orders and queries and maintaining the sales records, database and relevant systems; both manual and electronic. Additionally the successful candidate will undertake general administration duties within the Quarry Products division.

Candidates must be able to demonstrate previous experience in a relevant position and be competent in the use of Microsoft Word and Excel. Applicants should have excellent communication and customer service skills; both face to face and over the telephone. You must be highly organised with the ability to multitask and be an effective team player.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting the vacancy reference HGL1153.**

*The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)