



## Sales Office Supervisor (Swindon)

**An exciting opportunity has arisen for a sales office supervisor to join the Hills Quarry Products team, based at our head office in Swindon.**

Reporting to the commercial manager, the main purpose of this role is to supervise the sales administration team and provide a first class clerical service, to both the internal sales team and Quarry Products external customers.

Responsibilities of the position will include:

- Supervise the administration team, organise workloads, prioritise tasks
- Solve customer queries through investigation and analysis whilst maintaining excellent customer service
- Deal with customer orders and queries and maintaining the sales records, database and relevant systems
- Liaise with credit control to ensure adherence to the Company's credit policy.
- To build and maintain good relationships with customers, suppliers and colleagues and promote the Company's image in all dealings and transactions
- Undertake administration duties within the Quarry Products division.

Candidates must be able to demonstrate previous experience in a relevant position, including team supervision. You must be confident in your approach to customers, both face-to-face and via telephone and should have excellent communication and customer service skills. You will need to be highly organised, have excellent administration skills and be able to delegate tasks clearly and efficiently.

Being able to multitask and being an effective team player will be essential, along with the ability to build relationships within the organisation and with the external customers and suppliers.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting the vacancy reference HGL1169.**

*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)