



Sales and Administration Manager (Swindon)

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

The main purpose of this role is to support the functional activities of the Customer Sales and Sales Administration departments. This also includes working in partnership with the Transport department to maximise efficiency and profitability between the teams.

Responsibilities of the position will include identifying and implementing improvements to processes, systems and current practices within the teams as well as looking at developing the product range and geographical area of direct sales.

Candidates must be able to demonstrate previous experience in a similar sales management 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 quoting the vacancy reference HQP022-22.

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