

Sales Administrator Vacancy – Benjamin Moore UK

This is an exciting opportunity for a talented individual to join this dynamic, friendly and respected family business in a permanent Sales Administrator position.

Benjamin Moore, a leading decorative paint brand, was launched in the UK in May 2015 by Shaw Paints Ltd, based on the Slough Trading Estate. Benjamin Moore is famous worldwide for the exceptional beauty of its colours and for producing the finest quality paint products.

Due to the rapid expansion of its business, Shaw Paints is now seeking to recruit a professional, personable and enthusiastic Sales Administrator to join their busy team at their headquarters in Slough.

The ideal candidate will be able to demonstrate strong administrative, organisation and communication skills, preferably gained from experience in a sales environment. They will be comfortable liaising with customers, suppliers and colleagues and will be able to demonstrate a flexible and proactive working style, with an ability to adapt to the changing demands of a rapidly growing business.

Shaw Paints offers a competitive salary, company pension, 25 days holiday and working hours of 8.30am – 5.00pm. Flexible working arrangements will be considered for the right candidate.

Key Responsibilities:

- Processing sales orders
- Answering incoming telephone calls
- Liaising with customers in person, on the phone and responding to email communications (Homeowners, Professional Decorators and Interior Designers)
- Liaising with key logistics partners to deliver exceptional customer service
- Providing effective and consistent support to the sales team

Key Skills:

- Experience of processing orders
- Excellent communication and customer service skills
- Strong attention to detail and organisation skills
- Ability to work under pressure to meet deadlines
- Ability to work well as part of a team
- Adaptability and positive attitude
- Strong IT skills
- Excellent written and verbal English
- An interest in Interiors advantageous

If you are interested in applying for this position, please email your CV to careers@shawpaints.co.uk.

To find out more about Benjamin Moore and Shaw Paints, visit www.benjaminmoorepaint.co.uk.