

Sales Administrator

A fantastic opportunity has arisen for an enthusiastic and hard-working sales administrator within the UK largest independent oil company.

You must be able to communicate well with external parties such as customer and terminal staff and have an excellent telephone manner. You must be confident and articulate and have an exceptional eye for detail. You must be fast and efficient in word and excel, some knowledge of database would be useful but not essential. In house training will be provided for all aspects of this role, so a willingness to learn is essential. The role is with a small team and is extremely fast moving and offers great opportunities for career development within the business.

The role is based at our modern London office and the successful candidate will report directly to Head of Spot Sales, and have every day contact with other departments.

Role:

The main objective of this role is to administer the sales activities of the business. This will include but not be limited to the following areas

Pricing and spot sales:

- » Updating Platts spreadsheet each morning and sending out daily pricing sheets
- » Daily pricing and "on the spot" quotations
- » Processing orders from initiation to fulfilment
- » Processing orders (via TASCs system and Fuelfacts 2)
- » Obtaining and updating recent product costs

General Tasks: -

- » Hedging fuel with traders (verbal and written confirmation)
- » First customer contact
- » Raise necessary order confirmations and contracts
- » General administrative support for commercial team
- » Dealing with day to day queries and working closely to the customer service team in Manchester
- » Entering deals into the HAL/TPT system and extracting data from Tracker and INV for reporting purposes.
- » Trigger deal management- Keeping track of monthly nominations and flexing in HAL/TPT, inputting into control sheets, hedging with traders and sending out prices the next day.
- » Transfer of Keyfuels and UK Fuels - On SPOT and Contracted volume.
- » Monitoring daily spot sales.

Communications

- » Daily customer communications
- » Regular communications with customer service team in Manchester
- » Regular communications with terminal partners
- » Regular communications with internal teams' i.e. trading, commercial and senior management.

Essential requirements:

- » Confident
- » Excellent communication skills
- » Excellent attention to detail.
- » Articulate
- » Fast Learner

Technical

- » Basic to intermediate skills in Microsoft Office package including Excel, Outlook and Word.

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience to Deborah.rees@greenergy.com

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

No agencies.