

## Sales Admin Staff Job Description & Brief

Wild Thang Ltd is a Bootle based screen print and promotional company producing a wide range of printed, embroidered, promotional & paper products to our client base nationwide. Some material is produced in-house and others sub contracted to our database of vetted suppliers.

### Ideal candidate requirement:

- Energy, Enthusiasm, Self Motivation & initiative.
- Computer literate.
- Experience within a customer service & sales environment.
- Experience within the Promotional merchandise/branded clothing or print industry or similar would be an advantage but not essential as full training will be given.
- Excellent communication and negotiation skills.

### Roles to include :

- Processing of clients orders onto our internal system, providing visuals, taking payment and organising delivery of the finished product.
- Increase sales and average order size by means of cross-selling, up-selling, add-on sales and offering promotional sale items etc
- Taking calls and emails from new or potential clients with quote requests, processing the quote and getting it to the client.
- Client retention and business development.
- Working as part of our sales team to keep the clients informed on the progress of their orders.
- To uphold Wild Thang's good reputation when speaking to clients.
- To always show a helping attitude when speaking to your work colleagues.
- Support team members generally and as and when required to relieve workloads
- General office duties

### Working hours

- 8.30am to 5.00pm Monday to Thursday, 8:30am to 4.30pm Friday.
- Potential for overtime as and when required.

### Rate of Pay

- TBC
- Monthly Bonus Scheme also in place