

# Sales Office Administrator

## About the job

To use their administration skills to ensure all documentation is completed in accordance with the company's processes and procedures, customer requirements. Smooth running of operations in accordance with the company's ISO quality system

## Responsibilities


Main Duties: • Preparing and booking of shipments to customers in the UK and abroad. Receiving shipments from suppliers and booking them into the system after review. Working with colleagues in reviewing and logging of customer inquiries • Preparation of quotations, invoices, purchase orders, order confirmations. • Assisting management in other documentation. • Ensuring the companies CRM is up to date and logging of expenses and invoices via the MHZ Technology QuickBooks software system.

## Essential Skills Experience and Knowledge:

- Excellent written and verbal English • Good Communication skills • Confident, professional and friendly manner • Able to collaborate with colleagues • Attention to detail so documentation is accurate • Able to manage workloads and prioritise work on own initiative.
  - Understanding of the QuickBooks software system and CRM systems highly desirable•
- Applicants must have the right to work in the United Kingdom

To apply send you CV and cover letter to [Aftab@mhztechnologies.co.uk](mailto:Aftab@mhztechnologies.co.uk)



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