



Contact Name: Annette Lewis	Position: Operations & Administration Manger
Waterman Environmental Services Limited Unit 8D1 Maybrook Business Park Minworth Sutton Coldfield Post Code: B76 1AL	19 th October 2009 Tel: 0121 352 3700 Website: www.watermanenvironmentalgroup.com

What do the company do: Water Treatment Company and Environmental Services.

Title Of Position: **Sales Administrator**

Department: Office based at Minworth, Sutton Coldfield

Reporting to: Operations & Administration Manager

Main Responsibilities:

- Processing new orders
- Liaising with suppliers
- Sending out and following up quotations
- Entering orders onto system
- Answering calls and assisting with queries
- Liaising with sales team regarding new business
- General office duties including faxing, emails and postal duties

Hours of work: 8.30am till 5.00pm Monday to Friday, one hour lunch per day.

Salary scale 12 to 17k depending on experience.

The successful candidate must be able to work in a busy environment, be able to multi task and work on their own initiative. A good practical base of IT skills is required and previous administration experience is essential. Must be reliable, self motivated and organised.

Please respond with CV and covering letter by Friday 30th October 2009.