

John S. Shackleton (Sheffield) Ltd

Steel & Iron Stockholders



STEEL STOCKHOLDER SALES ADMINISTRATOR POSITION

John S Shackleton (Sheffield) Ltd is a family run steel stockholder established in Sheffield for over 50 years.

With a wealth of experience in satisfying customer needs, we aim to be the answer for all types of steel requirements by maintaining an extensive stock range, providing competitive prices and supplying excellent customer service.

We are looking to expand our business by seeking an experienced Internal Sales Administrator to join our knowledgeable, professional and friendly sales team.

The main duties of the role will include:

- Being the first point of call for all general and sales enquiries, either by telephone or email.
- Preparing of quotations for customers
- Inputting of customer sales orders
- Spot buying of material required for customer orders
- Request feedback / chase quotations

The successful candidate will:

- Have previous experience in a similar role
- Have knowledge of the steel industry
- Be able to communicate effectively by telephone, email and in person
- Able to use their own initiative and work without supervision
- Be able to work to customer deadlines
- Be reliable and punctual

Job Types: Full-time, Permanent

Salary: £20,000.00-£35,000.00 per year

COVID-19 considerations:

Face masks or visors must be worn in all communal areas.

Hands must be sanitised or washed thoroughly on a regular basis.

Social distancing in place - must remain 2m apart.