

Sales Office order processor

(Permanent position)

We are looking to employ a Sales Office Order Processor. Knowledge of the Commercial Aluminum window & door industry is essential. The role will be within a busy office processing orders and liaising with Customers. You will also be dealing with some day to day production issues and making sure the Projects are completed on time .

This is a challenging role, where you will have to think on your feet, make informative decisions and see the project through. You will be working on an advanced IT system for quoting and production purposes.

The ideal candidate for this role will be professional, have strong written and verbal communication skills, able to manage their time well and pay attention to detail. Good customer service skills and strong PC skills are important.

If this is the role for you please send in your CV and covering letter to info@westendwindows.co.uk. If you require any further information please contact us on 0117 966 7661.

Hours: Monday to Thursday 7.30am -4.30pm. Friday 7.30am - 3.30pm

Salary: Negotiable

We will provide great opportunities to grow with the business for the right candidate.