Apprentice Business Administrator

**THE COMPANY**

Land Energy is one of the UK’s leading biomass energy businesses and specialises in pellet production and clean energy services. This is a great opportunity to join a growing, progressive business that has a wide variety of challenges and technologies. Procuring wood fibre form across Scotland, Land Energy are committed to developing and optimising efficient systems to ensure a timely supply of feedstock for the companies’ operations.

Due to the growing sales operation we are seeking the right person to help support our sales team. Reporting directly to the Senior Accounts Manager, you will be an active member of the sales team in a busy office involved in all elements of a sale from enquiry to delivery. Working with the team to deliver clearly defined targets, levels of customer service, and contributing to the evolving sales processes, you will be enthusiastic to learn and have excellent communication skills.

**THE ROLE**

* Office based in Girvan, South Ayrshire, you will provide a sales support role for a variety of products sold across the UK, and ability to process and manage all aspects of the sales process.
* Fully supported by a team of similar minded, ambitious professionals, you will be encouraged to exceed your potential through professional and personal development.
* You will hold excellent IT skills, be well organised with excellent communication skills.
* Taking and processing orders, managing the delivery process.
* Maintaining customers data in line with GDPR rules
* Assisting with accounts and sales reporting
* Involved in managing customer credit levels
* Helping with stock control and aspects of quality control
* Updating customers with delivery dates
* Managing debtors & customer payments
* Dealing with any customer complaints

**THE PERSON**

You will be a team player who can demonstrate that they can meet the following criteria:

* Enthusiastic and willing to learn
* Excellent communications skills
* Excellent IT skills especially in Microsoft Office suite
* High attention to detail
* Team player & willing to contribute with ideas
* Experience with Sage preferable but not essential

**THE PACKAGE**

* A competitive salary, pension and benefits package commensurate with experience.