**Part Time Sales Administrator**

**THE COMPANY**

Land Energy is one of the UK’s leading biomass energy businesses and specialises in pellet production and clean energy services. Land Energy has commissioned an exciting co-product G2 secondary production facility. This is a great opportunity to join a growing, progressive business that has a wide variety of challenges and technologies.

Land Energy has an 81 strong workforce, state of the art biomass CHP equipped with an Organic Rankine Cycle turbine and a 100,000-tonne wood pellet production plant & secondary co-product production facility.

At Land Energy, Health and Safety is every person’s responsibility. A safe working environment and following safe working practices is standard practice for all employees. We expect a proactive, positive, and constructive attitude to all Environmental, Health and Safety.

**THE ROLE**

Reporting directly to the Business Development Manager, you will be an active member of the team in a busy office involved in all elements of a sale from enquiry to delivery. Working alongside the compliance manager offering general admin support. Providing high level of customer service, and contributing to the evolving processes, you will be enthusiastic to learn and have excellent communication skills.

• 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.

• Taking and processing orders, managing the delivery process

• Maintaining customers data in line with GDPR

• 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

• Managing fibre invoices daily

• Providing general admin support to compliance department

**THE PERSON**

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

• Financial and numerical skills

• Excellent analytical and problem-solving skills

• Exceptional talent in negotiating and networking

• Strong knowledge of supplier or third-party management software

• Exceptional communication skills with the ability to foster strong supplier relationships

• Excellent IT skills especially in Microsoft Office suite

• Knowledge of sage but not essential

• High attention to detail, excellent organisation skills

• Experience with customer service ideally by telephone

**If you are interested in applying, please submit your CV to Rhona McKerral,** [**rhonamckerral@land-energy.co.uk**](mailto:rhonamckerral@land-energy.co.uk) **Closing date Friday 26th January 2024.**