



AKHTER COMPUTERS LTD

## General Administrator to Sales Team

Salary £16,600 per annum  
Hours – Part time  
Office Based - Harlow

We are looking for an enthusiastic, hardworking, well organised General Administrator to support our Sales Team who is capable of working in a fast-paced environment. There is scope to further grow and develop with the role as the company develops in the future.

### Responsibilities

Supporting the sales director and sales and tendering team in general administration duties to ensure that the customer is fully supported through the buying process. Use of Navision System, purchasing, goods in, and sales modules. Basic excel skills required. Good communicator and team worker.

- Dealing with customer returned goods - liaising with customers and suppliers, recording returned goods, supporting the process for replacement goods.
- Dealing with Damaged goods – liaising with customers, suppliers and general administration duties in recording these items.
- Assessing stock availability for customer orders
- Dealing with supplier delivery discrepancies
- Dealing with booked in goods discrepancies
- Updating stock prices on Navision
- Dealing with ETA's for items ordered.
- Chasing POD's
- Dealing with general administration duties to support the sales and tendering teams

Please submit enquiries or cv to [jackie.dickinson@akhter.co.uk](mailto:jackie.dickinson@akhter.co.uk)

