



## **All Steels Trading – Sales Admin Assistant**

This is a full-time permanent and important supportive role. You will be part of a proactive team in which you will be expected to assist our UK and International Sales Executives in the day to day running of a busy sales office.

### **Key responsibilities will include:**

- accurately inputting sales and purchase orders;
- ensuring customers receive all relevant paperwork for deliveries, including associated chemical test certificates prior to their load arriving;
- arranging the release of material from the docks;
- amending load lists to match provided despatch ticket documentation;
- receipting, including additional cost adjustment, stock, back to back and direct deliveries;
- reconciling stock day to day and year end;
- helping to ensure that designated customer delivery plans plus relevant health and safety information is recorded and up to date;
- co-ordinating stock transfers;
- logging, progressing and finalising claims and complaints from both customers and suppliers.
- filing and generally carrying out the normal admin activities associated with the running of a busy sales department;

### **Essential Skills and Requirements:**

- excellent written and verbal communication skills;
- good team player;
- reliable and consistent;
- flexible attitude and able to take initiative;
- excellent eye for detail and good organisational skills;
- proficiency in using Microsoft packages.

All Steels Trading Ltd, Vulcan House, York Road, Thirsk, YO7 3BT.

Tel: +44 (0)1845 528280 Fax: +44 (0)1845 528290

Email: [sales@allsteelstrading.co.uk](mailto:sales@allsteelstrading.co.uk) Web: [www.allsteelstrading.co.uk](http://www.allsteelstrading.co.uk)

Registered in England No: 04316537 VAT Reg No: 875 7824 67



Training will be given on all matters pertaining to this post. The competitive starting salary will be commensurate with experience and ability.

Applicants will need to send a copy of their curriculum vitae (CV) together with a brief structured covering letter to Mrs Kim McDougall email: [kim@allsteelstrading.co.uk](mailto:kim@allsteelstrading.co.uk).

Electronic application is encouraged and preferred, or alternatively this may be by post sent to Kim McDougall at the following All Steels Trading contact address:

All Steels Trading Ltd, Vulcan House, York Road, Thirsk, YO7 3BT.

NB: Kindly note that the deadline for applying for the position of a Sales Admin Assistant at All Steels Trading Ltd is **12 noon on Friday, 31<sup>st</sup> August 2018**.

**Additional Information:**

All Steels Trading operates as a bulk trader of a wide range of both long rolled steel products and we combine this service with a huge offering of dockside stock for immediate supply from order. We also provide a unique skill in being able to source and supply niche market products including special shapes, high yield steels for the offshore industry and micro alloy grades for hot forging/pressing such as boron steel. From our dedicated portside warehouses at Groveport on the East Coast of England we are ideally positioned for road trailer deliveries to the UK and Mainland Europe. More distant locations around the world can also be serviced through the use of 20ft and 40ft containers.

All Steels Trading's group of sister companies currently employs circa 100 members of staff with 20+ of those colleagues working exclusively for All Steels Trading Ltd. The position of Sales Admin Assistant will be based at All Steels Trading's head office in Thirsk.

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