



SALES ADMINISTRATOR VACANCY

We are looking for a Radio Enthusiast to join our busy Mail order and Internet sales team.

You will be processing incoming Internet, mail and telephone orders, give advice where you can to our customers on the telephone. You will also take telephone calls about deliveries, returns and other customer queries and be able to assist accordingly.

Experience and skill set required:

- Licensed Radio Amateur or Hobby Radio enthusiast
- Friendly outgoing personality with excellent command of both spoken and written English Language
- Strong administration skills, organised, with a high level of accuracy
- Strong knowledge of Microsoft Office suite of programs
- Ability to problem solve and use your initiative
- Excellent communication and customer service skills

Training

Will be given on our IT systems & software so that after a few months you are fully up to speed.

Perks include

- Free equipment loans
- Purchases at cost
- Unlimited Tea and Coffee ☺
- A small friendly working environment where you will be a key player in the company

Hours

Monday to Friday 9am to 5pm with 30 minutes lunch break.

Salary

According to experience and qualifications.

Apply with CV to mike@nevada.co.uk

About Nevada

Our company is now in its 50th year of business. We have a small friendly team, some of whom have worked for us for over 36 years. Despite our longevity, we are young at heart, with an administration office that works hard, but still finds time to smile and laugh together.