

Dearnleys Ltd

Job Title - Sales Administrator



Dearnleys Ltd are looking for a Sales Administrator to join our team.

This position is Permanent, Full-Time.

Hours: Monday-Thursday: 8:30 am – 5:00 pm | Friday: 8:30 am – 4:30 pm

Who We Are

Dearnleys Ltd is one of the UK's leading specialists in commercial solar shading solutions. With over 90 years of experience, we work closely with major building contractors and architects to provide expert design, manufacturing, and installation services on new and existing commercial buildings nationwide.

The Role

We are looking for an organised and proactive Sales Administrator to support our sales team and contribute to the smooth running of our business. This role involves handling customer enquiries, preparing quotations, processing orders, and helping to achieve sales targets.

What You'll Be Doing

- Managing and updating the company system with live and in-progress projects.
- Supporting the sales team to achieve and exceed monthly sales targets.
- Preparing and issuing project documents and quotations within agreed timeframes.
- Negotiating with customers to provide competitive quotations while maximising profitability.
- Making follow-up calls to customers, gathering feedback, and offering product advice.
- Building strong relationships with customers to increase order potential.
- Identifying new opportunities and projects through proactive prospecting.
- Communicating with suppliers to negotiate additional discounts for specific projects.
- Collaborating with internal teams to ensure a seamless process from tender to order completion.
- Processing and organising orders efficiently, maintaining accurate records.

What We're Looking For

- A confident communicator, both verbally and in writing, with a professional phone manner.
- Strong organisational skills and the ability to work under pressure.
- A team player with a proactive and positive attitude.
- Basic Microsoft Office skills (training will be provided).

- A commitment to excellent customer service and maintaining a positive company image.

Why Join Us?

- Be part of a well-established, growing business with a strong industry reputation.
- Work in a supportive and friendly team environment.
- Opportunity for professional growth and development.

If you're an enthusiastic and motivated individual looking for a rewarding role in a dynamic company, we'd love to hear from you!

Apply now and become part of our team at Dearnleys Ltd.