

MOODY DIRECT LTD

JOB DESCRIPTION

Employee name:

Job Title: Trainee Administrator

Reporting to: Internal Sales & Operations Manager

Activities of the Company

- Supplying Process and Packaging products and services to the dairy, food, beverage, brewery, food, pharmaceutical and chemical industries in the following areas:
 - Capital Equipment and Components – new and pre-owned;
 - Machinery spare parts;
 - Equipment maintenance services – scheduled and ad-hoc;
 - Equipment calibration;
 - Projects & Commissioning;
 - Plate Heat Exchanger testing and refurbishment;

Purpose of the position

- Supporting the sales, purchasing and other teams within the business
- General administrative duties;
- To provide support in the general office;
- To progress into an internal sales position;
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Key Tasks

- Processing quotations and sales orders
- Following up quotations and order processing
- Data input eg Price Lists, Quotations etc
- Use of Microsoft Dynamics AX, Microsoft Office, Outlook
- Answering the telephone and directing calls, taking messages etc.

Key skills

- Computer literate;
- Communication skills;
- Good memory skills;
- Being able to prioritise;
- Good organisational skills;

Key Attributes

- Self-motivated;
- Flexible;
- Willing to help others;
- Willing to learn;
- Friendly;
- Works well as a part of a team;
- Works well on their own;
- Punctual
- Willing to succeed;

Qualifications

- GCSE or equivalent Maths and English;

In addition, the Trainee Administrator must be prepared to undertake any reasonable requests made to meet the business needs of the company.

Signed.....

Date:.....

Print Name:.....