

Brew By Numbers: Office and Sales Administrator

Job Purpose: The Brew By Numbers (BBNo) Office and Sales Administrator is responsible on a daily basis for ensuring the smooth operation of the office and sales administrative functions.

Code of Conduct: BBNo expects all its members of staff to adhere to BBNo processes, procedures and code of conduct. Specifically:

- Demonstrating the BBNo ethos and approach to partners and contacts through your professionalism, knowledge and enthusiasm;
- Protecting and promoting the organisation's values and by keeping critical information confidential;
- Be a team player and contribute to the BBNo values and ethos.

Primary Responsibilities:

- Opening and processing mail;
- Answering the phones and monitoring multiple email boxes;
- Overall responsibility for credit control to include sending statements, bank reconciliation, invoicing, payment reminders as well as phone calls and emails as required;
- Contributing to balancing month end accounts, answering queries (inventory, statements);
- Maintaining customer & supplier records & Making online supplier payments;
- Filing incoming and outgoing invoices/packing slips/delivery notes/ bank statements, bills;
- Processing (often repeat) sales orders from incoming calls and emails;
- Checking the quantities of goods in stock to ensure availability before placing orders;
- Responsible for ordering office consumables and kitchen and bathroom supplies;
- Making accurate cost calculations and providing customers with quotations, invoices or receipts, Generating new customer account forms, delivery notes and invoices;
- Providing our accountants with monthly payroll information and processing payments to staff, HMRC PAYE & NIC, pensions etc.

Representation:

- Attending team meetings and contributing and sharing best practice with colleagues;
- Representing BBNo at events, trade exhibitions, and tasting sessions;

Other:

- Contributing to team effort by completing other tasks as needed.
- Consistent and accurate updates to line manager regarding all areas of work;
- Using, managing and maintaining the BBNo customer relations management software (CRM) for tracking sales and interactions with customers;
- Assisting with wholesale order processing;
- Maintaining standards of health and safety, hygiene and security in the work environment at all times.

If you would like to apply for the role of Office and Sales Co-Ordinator, please send applications in the form of a CV and covering letter to jobs@brewbynumbers.com. Application deadline closes March 5th 2018.