

Careers at NAL

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NAL Ltd are the UK’s leading innovator in the design, engineering and supply of pole retention systems, impactable bollards and EV Charging products for the infrastructure, highways and rail markets. Headquartered in Worcester, NAL is part of the €27 billion CRH Group that operates from multiple sites across the UK and Ireland, exporting to over 30 countries worldwide. Due to the continued growth of our business we currently have a vacancy for a:

**Sales Order Administrator**



# The Role

**The Applicant**

Based at NAL, Worcester, the successful candidate will report to the Sales Order Entry Team Leader and be responsible for all aspects of sales order processing including:

* Handle and process customer orders and price enquiries smoothly.
* Provide general account management function as well as all associated administrative support.
* General customer liaison and timely resolution of issues and queries.
* Liaise closely with customers and hauliers to provide accurate and up to date information.
* Booking in goods received and resolving stock related queries
* Escalate relevant customer issues and complaints.
* Other duties as may be reasonably required within the scope of the Sales Order Administrator’s job role.

Cubis is a progressive business with a focus on attracting and developing the best talent. Excellent career development opportunities exist within the business and the wider CRH Group. We offer an attractive remuneration package including ShareSave options and private healthcare provision. If you would like to be considered for this post, please forward a covering letter and C.V. by email to **recruitment@cubis-systems.com**. All applications must be received by

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The ideal applicant will have proven experience in a Sales Administrative role within a similar environment and will possess the following skills and competencies:

* Minimum of five GCSE’s or equivalent including Maths and English.
* Previous experience in a Customer Service role.
* Previous experience of entering orders onto an ERP/MRP system.
* High level IT skills including proficiency in full MS Office suite.
* Experience of working in a fast paced, manufacturing (preferable) environment.
* Excellent communication skills
* Ability to collaborate and be resilient
* Effective organisational and prioritising skills

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**Friday 3rd March 2023**

# How to apply

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