



CHB GLOBAL

Sales Support Administrator

Location: Edinburgh

Hours of Work - 8:45am – 5:30pm Monday – Friday

Salary - £18,000 depending on experience

Benefits - 28 Days' Holiday, Pension Contribution, Perkbox, Childcare Vouchers, Personal Phone Insurance and Holiday Purchase Scheme

Company Profile:

CHB Global Ltd is a diverse International Hardware Brokerage. Our team are passionate individuals focused on buying and selling new/used computer hardware. Now in our ninth year we are rapidly expanding our operations in the UK and the Rest of the World across all IT Platforms. We are looking for a Sales Support Administrator to enhance our vibrant team. The candidate will work in our Edinburgh office, providing administrative support to our Sales Team and Sales Director. The role involves all aspects of processing orders from start to finish, allowing the Sales Team and Sales Director to continue with their own roles. A meticulous eye for detail is key, along with strong communication skills both internally as well as with our international clients. The candidate will be able to work independently as well as within a close-knit team to ensure smooth transactions for our clients.

Key responsibilities:

- Provide administrative support to Sales Team and Sales Director
- Write up Purchase and Sales orders onto our bespoke trading system
- Follow orders from start to finish, keeping lines of communication open between CHB, logistics and our clients • Research and provide calling lists for our Brokers
- Monitor orders rectifying issues or notifying relevant parties
- Produce reports for the Sales Director

Essential skills and experience required:

- Excellent communication skills (verbal and written)
- Professional manner
- Meticulous eye for details
- Quick to learn new programmes (training will be provided)
- Full, clean driving license
- Good knowledge of Microsoft Office
- Be able to work on their own with initiative
- Be a team player

Further information:

If you are interested, please send your CV and cover letter to careers@chbglobal.com

CHB Global Ltd.

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