

ASA Marketing Group is currently recruiting for a **Sales Support Administrator** to join their business, based in their Cork office.

This is an excellent opportunity for a suitably experienced candidate.

Skills/Experience required:

- Some office experience would be a definite advantage.
- Excellent communication and interpersonal skills, both telephone and face to face
- Good organisational skills
- Must have experience in the use of Word, Excel, Powerpoint and Email
- Ability to work on one's own initiative with minimal supervision while working as part of a team
- Motivated, enthusiastic and professional in approach and demeanour
- Results-orientated with excellent attention to detail
- Social media or carriage experience would be an advantage
- Creativity is an an advantage

Duties will include:

- Supporting Sales Representatives by generating quotations for clients
- Dealing with Customer enquiries by phone and face to face
- Generating Sales Quotations
- Sales administration & processing of orders
- Following up on Customer quotations
- Updating Excel reports on a daily basis
- Meeting and greeting clients/visitors

Please send CV's to

EMAIL:

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POST:

Ms J.G. Wallace

A.S.A. Marketing Group

The Marketing Centre

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