

**Commercial Administrator – 4 month FTC   
Warrington**

**About Us:**

PAM Group, one of the leading Occupational Health & Wellbeing providers in the UK, offers its own ergonomic workplace solutions service, PAM Health.   
PAM Health supply a wide range of solutions for working arrangements with Display Screen Technology. The perfect modern-day office will encompass Screen Mounting Solutions, Height Adjustable Workstations for Sitting and Standing, Ergonomic Desktop and Under-desk Accessories plus Ergonomic Workchairs and Task Seating for the most demanding environments.

An exciting opportunity has arisen with PAM Health as a Commercial Administrator to work closely with our General Manager and ensure the best service possible for our clients,

**About the Role:**

* Speaking with customers via telephone and email to provide ongoing support and good customer service.
* Responsible for enquiries relating to existing accounts and ensuring these are dealt with on a daily basis and account requests are acted upon.
* Processing customer orders and enquiries
* Communicating with the sales department, wider PAM Group team and customers via telephone and by email
* Processing customer orders and managing the purchase order process
* Managing stock records and maintain up t date sales reports

**About You:**

* Excellent communication skills & IT Literate
* Previous experience with Sage 200 & Microsoft packages
* Strong administration skills
* Ability to work autonomously as well a key team player

Apply now!