

Procurement & Sales Administrator

Company & Role

Royston is a dynamic and expanding diesel engine supply, service and repair company that has operated successfully within the global marine and offshore market for more than 40 years. With bases in the UK, Nigeria and Australia, the company has gained an excellent reputation in the marine industry.

We are looking for a driven Procurement and Sales Administrator to assist in the day to day administrative support of a busy team to achieve sales targets.

- Reports to: Sales Manager
- Location: Newcastle Upon Tyne, UK office

Role purpose and Key responsibilities

- Provide administrative support to the sales department.
- Accurate and timely processing of purchase orders/sales orders, invoices, credit notes and delivery notes
- Acknowledge purchase orders with clients when received
- Place supplier orders, expediting to ensure goods are received on time
- Regular review of orders in progress and liaise with relevant department to ensure customers' orders are processed promptly
- Assist the Parts Manager/team to populate reports - including weekly sales reports, prospects and quotation log

Essential criteria

- Excellent communication skills
- Excellent IT skills (Microsoft package minimum)
- Knowledge and use of CRM systems
- Previous administration experience in a similar role

Salary Package

- Competitive salary
- 25 days holiday
- Company pension

If you have the necessary skills and experience, please send your CV and covering letter to Lesley-ann.hardman@royston.co.uk