**Part Time Sales Administrator**

Do you want to be part of a successful company? An excellent opportunity has arisen in our Sales & Marketing team.

**The Role:**

**Sales Data Processing System**

* Ensure that all development details entered into the system are accurate for the purposes of sales and marketing.
* Enter and maintain records of all customers including additional marketing information as required and available.
* Enter and maintain details of all sales including selling prices, customer extras orders, contract exchange and legal completion deadlines.
* To produce weekly, monthly and other ad hoc reports required by the business unit management
* To maintain digital back-up and hard copy records of information as required by the business unit and company procedures.

**Sales Administration**

* To co-ordinate the distribution of information between the Sales & Marketing department and other departmental functions within the business unit
* To produce timely and accurate Completion Statements for the legal and finance functions.
* Ensure that all sales events are recorded regularly.
* To provide administrative support to the Sales Managers and Sales & Marketing Director.
* General sales department filing.
* Processing of optional extras

**Experience:**

* Operation of I.T. based administration systems
* Working in a time critical environment
* Previous administrative experience
* Full UK driving licence.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**