**Sales Administrator**

Do you have a natural and engaging communication style, exceptional attention to detail and accuracy as well as singular administrative skills?

This is your chance to work for a successful company and to join a fantastic Sales Team within TW East Scotland.

We are looking for an enthusiastic and motivated individual who will effectively carry out all sales related administration and to respond to general and development sales enquiries both by telephone, email and in writing.

Working closely with the Sales and Marketing Director you will provide Admin Support as well as to act as a point of contact for the distribution of information to Sales Executives from the business unit offices.

**The Role:**

* The administration functions include, the processing of sales data using business unit and Taylor Wimpey UK Limited reporting systems, the production of reports and the adherence to company protocols with regards to operation of these systems.
* Maintenance of filing records for sales data in accordance with company procedures.
* To maintain accurate order log of sales related orders for the purposes of order no. provision and control.
* To ensure that sales related information is distributed within the business to other departments as required.
* Enter and maintain details of all sales including selling prices, customer extras orders, contract exchange and legal completion deadlines. **NB** this includes logging and processing of all weekly sales by 9 am Monday morning deadline within the COINS system in order to provide accurate information for accounts reporting.
* To produce weekly, monthly and other ad hoc reports required by the business unit management in accordance with the time scales required for these reports.
* To co-ordinate the distribution of information between the Sales & Marketing department and other departmental functions within the business unit and to provide information for weekly head office reports as required.
* To produce timely and accurate Completion Statements for the legal and finance functions.
* To co-ordinate the provision of adequate quantities of sales support materials for each development, including but not limited to such items brochures, price lists, stationery and uniforms.
* To raise orders for Sales and Marketing department as required.

**The Person:**

* Organisation skills and numeracy
* Excellent level of IT skills
* Attention to detail and accuracy
* Good telephone and written communication skills
* Proactive team player and able to cope under pressure.
* Operation of I.T. based administration systems
* Working in a time critical environment
* Previous administrative experience is essential
* Full UK driving licence.

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

**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.**