



SALES ADMINISTRATOR

Cherry Products was established in 1980, with the aim of producing the highest quality materials handling equipment on the market at the right price. As a British company our consistent success has been maintained due to unrivalled personal service and the ability to keep pace with the constantly changing requirements and developments in agriculture and its allied industries. Cherry Products has become a major force in this market place and continues to strive for further excellence in service and build quality with its existing range of products.

We are seeking a proactive Sales Administrator with an with a passion for agriculture and a commitment to delivering exceptional customer service. This role is ideal for someone who enjoys variety, takes pride in accuracy, and thrives in a busy, customer-focused environment.

Key Responsibilities

- Provide day-to-day sales administration support to the team
- Handle incoming telephone calls in a professional manner
- Liaise with customers, prepare quotes, and respond to enquiries
- Process orders accurately and efficiently

Skills & Experience

- Excellent communication skills, both face-to-face and over the phone
- Professional, adaptable, and customer-focused attitude
- Strong attention to detail with a high level of accuracy
- Ability to develop a solid understanding of our agricultural product range
- Confident IT skills, including Outlook, Excel, Word
- Must have the right to live and work within the UK to apply for this position

Job Type:

- Full Time – on site
- 08.30 – 17.00 (1 hour for lunch)
- 25 days holiday and bank holidays
- Starting salary £29,250 per annum. Negotiable depending on experience
- Own transport is essential as we are based in a rural location without any public transport

Please contact Christine Wilson – christine@cherryproducts.co.uk

No recruitment agencies please

Director: G.F. Cherry

Cherry Products Limited, Oathill, Enstone, Oxon, OX7 4ED Tel: +44 (0)1608 678197 Fax: +44 (0)1608 677778

Website: www.cherryproducts.co.uk