



## Job Vacancy

### Full Time Sales Office Administrator

Answering to the Managing Director, the successful candidate will principally be responsible for the following functions:

1. Helping to further develop the sales of the company's products both in Ireland and internationally.
2. Dealing with existing customers' orders and inquiries
3. Liaising with the company's existing distributors and agents.
4. Arranging the transport of orders to customers' premises.
5. Picking, packaging and preparing small orders for dispatch.
6. Sales order processing procedures.
7. Liaising with the production and marketing managers.
8. Ensuring that customer credit facilities are fully respected..
9. Preparing a monthly report on the key aspects of the role and developments for presentation to the MD.

The successful candidate must have **fluent spoken and written English, good working knowledge of Ms Office Suite**, be self motivated and be willing to work as part of a team.

**Basic knowledge of Sage Accounting Package will be considered an advantage.**

A good salary, commensurate with experience, qualifications and attitude, will be paid.

A satisfactory probationary period of one year is required before the position, open to both male and female candidates, will be offered on a permanent basis.

The position is office based at IQ Design's premises in Millennium Business Park, Dublin 11. Hours of work are 8.30am to 5.00pm each day with a 30 minute lunch break.

Please email a letter of application together with a current CV to **career@iqdesign.ie** marking "**Vacancy**" as the subject.