

25 April 2022

## Warehousing and Sales Assistant

### Daily/weekly Tasks

- Answer telephone
- Process Customer Enquiries
- Send quotations to customers
- Follow up on Quotations
- Send Enquiries to Suppliers
- Process Customer Invoices when required
- Process Purchase Orders
- Assist in maintenance of Stock Register when required
- Assist in Processing Credit Applications when required
- Investigate and resolve customer complaints when required
- Receipts of Stock from Suppliers
- Processing Advice notes
- Picking and Packing orders for customers
- Arranging carrier collections
- Dispatch of orders to customers
- Maintenance of tools and Equipment where required (including Forklift)
- Opening and closing the office
- Assisting with pump conversions when required.

### Monthly Tasks

- Stock taking

### Task as and when required

- Training
- Housekeeping
- Any other duties one can reasonably be expected to undertake