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## SALES ADMINISTRATOR

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### **About ION Science Ltd:**

ION Science has over 30 years of industry experience designing, manufacturing, and supplying PID gas sensors, gas detection instruments and leak detectors for a wide range of industries and applications. We are an unrivalled worldwide Gas and Leak detection Company, with a Team of workers who strive to deliver exceptional product quality and customer satisfaction.

In 2022 ION Science were awarded the Queen's award for Enterprise for MiniPID Sensors. This is a fantastic opportunity to join our growing Team and be part of a well-recognised brand associated with quality.

### **MAIN PURPOSE OF JOB:**

ION Science are looking for a Sales Administrator to ensure all sales administration duties are carried out accurately and within agreed timescales. The person will need to be professional, organised and have great attention to detail.

### **JOB ROLE:**

- Main point of contact for customers with order enquiries;
- Enter new customers into SAP, ensuring all required details are correct and completed;
- Create quotes and sales orders for customers, and communicate these with the customers;
- Agree customer purchase orders to sales orders, ensure pricing is correct, liaise with customers if changes are required;
- Liaise with Production and Dispatch departments regarding fulfilment of order and dispatch dates;
- Inform customers of changes to their delivery dates;
- Issue upgrades when required;
- Forward technical queries to the relevant departments; and
- Assist with incoming calls and take messages when necessary.

### **SKILLS/EXPERIENCE:**

- Experience working as a sales administrator/co-ordinator or similar role;
- Be competent with MS Office tools; and
- Ideally have experience with SAP, but not essential.

### **QUALITIES:**

- Great levels of accuracy and attention to detail;
- Be a team player, willing to help others when required;
- Excellent organisational skills, with the ability to prioritise and multi-task; and
- Good communication skills, remain polite and professional at all times, verbally and written.



#### **BENEFITS:**

- 25 days annual leave + Bank Holidays (annual holiday increasing with service)
- Excellent employer pension contributions of 8% after probation
- Life Assurance - 4 times of pensionable salary
- Discretionary Annual Bonus
- Long term service awards
- Sick Pay
- On-site parking
- Private Medical with AXA
- Early finish on Fridays
- Monthly lunch & drinks laid on by the company
- Christmas getaways
- Bike Purchase Scheme
- Car share scheme

#### **WORKING PATTERN:**

- Monday to Thursday: 08:30 – 17:00, Friday: 08:30 –15:45
- Immediate start available
- Full time – Permanent position

#### **LOCATION:**

This role is based at the ION Science head office, located in Fowlmere, 10 miles south of Cambridge. The role is required for you to be on site.

#### **OUR CORE VALUES:**



**Fun**



**Embrace  
change**



**Respectful**



**Responsive**



**Challenge the  
status QUO**



**Committed**

Due to the high level of CVs that we receive, we regret that we will not be able to contact you unless your CV is being progressed to interview stage.