

Posting Title	<b>Receptionist / Sales Co-ordinator (12 Month Fixed Term Contract)</b>
Location	<b>Milton Keynes, UK</b>
Job Category	<b>Sales</b>
Reporting to	<b>Sales Office Manager</b>
Hours	<b>30</b>

## Job Description

How would you like to be the face and voice of Beardow Adams?

We have an amazing opportunity for you to join us at Beardow Adams as our receptionist and sales co-ordinator; We take over 500 phone calls per day and have a steady stream of visitors - you will be the first person that our customers see and speak to whilst you man our very busy reception area, whilst assisting the sales team.

Our products are used daily by a global market of households and businesses. The mattress you sleep on has adhesives in it was made by us, the label on the bottle of wine you opened last night also used adhesive made by us!

The list is endless which is why in Milton Keynes we are so busy and why we need you!

## Role & Responsibilities

- We are looking for someone with a big personality, who can complete many varied tasks from sales office order entry to sorting out the post!
- We need someone with great communication, organisational and administration skills as we need you to help organise refreshments for our internal events, order small items of stationery and distribute samples to our colleagues who are working remotely.
- You will be required to present a professional image at all times and must have good written and communication skills.
- You will work 9.00am to 4.00pm, Monday to Friday with a 60 minute unpaid break.

In return we offer you a starting salary of £16800.00

We also offer 28 days holiday (including Bank Holidays), free private medical healthcare, free life assurance, free parking, a great pension, Perkbox, Cycle to work Scheme, a fully equipped canteen area for you to cook and store your meals, plus free tea and coffee.

Interested? Send CV & Cover letter to: [careers@beardowadams.com](mailto:careers@beardowadams.com)