

IMPACTCAT  
Lift TrucksKONEGRANES<sup>®</sup>  
Lift Truckscaterpillar Rocla  
Derrick Forklift TrucksCOMBILOGO bulmorSprekstaal JLG

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**Role:** Sales Secretary

**Additional Benefits:** Pension, Health Cash Plan, Life Cover

### **Company – Sales Secretary – Materials Handling**

Established in 1985, Impact Handling has grown to become one of the leading providers of material handling equipment in the UK. Offering only the very best, carefully chosen equipment ranges each specified to deliver what we believe is the best value for money currently available.

Our nationwide network has expanded with us and we are now proud to support our customers with strategically placed depots right across the country.

### **Values – Sales Secretary – Materials Handling**

At Impact Handling our people are our most valuable asset, we are proud to recruit and train the very best in the forklift industry. Equipping them with the skills and knowledge necessary to ensure that, no matter what our customers' need, they can handle it. Our values are:

- Empowerment
- Integrity
- Pride
- Teamwork
- Respect
- Health and Safety

### **Position – Sales Secretary – Materials Handling**

Impact Handling are actively recruiting for a sales secretary to work within a busy depot environment. You will provide administrative and secretarial support to both regional and area sales managers

You will have experience working in sales administration and a keen eye for detail, this is a busy role so working accurately at pace is a must. You will be preparing proposals, compiling contract packs, updating reports and processing sales leads amongst other administrative duties.

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*We can handle it.*

**IMPACT**

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#### **Skills and Experience – Sales Secretary – Materials Handling**

- A background in Sales Administration
- Detail focused and able to manage multiple competing demands
- Organised and driven individual
- Commercial outlook with the understanding of your role in the wider sales function
- Strong office based skill set including MS package, communication and attitude

#### **Benefits – Sales Secretary – Materials Handling**

- Company Pension Scheme
- Health Cash Plan
- Life Cover

**If you are interested in the above vacancy, please Apply Now!**

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*We can handle it.*