

## Internal Vacancy

**Role:** VSB Administrator Support

**Location:** Nottingham

### Values – VSB Administrator Support – 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 – VSB Administrator Support – Materials Handling

Impact Handling are actively recruiting for a VSB Administrator Support.

The purpose of the role is to provide sales administration support in relation to new, used & dealer equipment sales and demonstration machines. To provide full administration support to the Corby VSB department. Ensure data and records for all trucks are complete and correct, process sales and order packs and help prepare accurate and timely reports for senior management to enable effective business decisions to be made.

### Skills and Experience – VSB Administrator Support – Materials Handling

- Key point of contact for the sales team with regards to equipment availability. Reserving equipment for potential orders
- Issuing plant numbers for all new equipment
- Placing orders on the factory
- Recons for sales packs
- Maintain stock orders
- Issuing of plant numbers for part ex trucks and entering on system
- Raising invoices for trade and pallet truck sales
- As hoc projects and reports as required
- Logging and assisting of updating of CRM system, ensuring data on the trucks is up to date and accurate
- NOVA registration and COSL reporting

If you believe you have the necessary skills to fulfil this role, please send a copy of your current CV to **Yvonne McMillan, Group Commercial Manager** [Yvonne.McMillan@impact-handling.com](mailto:Yvonne.McMillan@impact-handling.com) . All employees should ensure their immediate Manager/Supervisor is made aware of their application. External recruitment may be actioned concurrently with this notice. **Closing date: 6<sup>th</sup> January 2023**