



UK Sales Administrator/ Advisor

Job description & Person Specification

BGA is the aftermarket division of the British Gaskets Group. We are a world leading original equipment gasket and engine component manufacturer and distributor to many of the world's vehicle and industrial factories. BGA's mission is to supply the world aftermarket with a full range of original quality engine components. Our ranges are some of the best in Europe with a total of over 30,000 references. Located in Swindon with excellent transport links to the M4, Bristol is approximately 40 miles to the west and London 82 miles to the east.

BGA are looking for a talented individual to develop and grow new and current customers in our export markets. The UK Sales Administrator will be responsible for working with all areas of the business to maximise the distribution of the BGA brand. The successful candidate must possess a hands-on attitude in regards to problem solving and show a willingness to learn at speed.

Key Responsibilities:

- Working closely with UK and Export Sales, Product Management and Marketing to maximise the distribution of the BGA brand
- Maximising sales opportunities through analysis and order fulfilment
- Identifying opportunities with new and existing customers to maximise sales
- Gathering intelligence from given markets that would benefit the range development and desirability of the BGA brand
- Providing clear and constructive feedback to the appropriate department regarding any situation which may affect sales, profit margin or the reputation of BGA in the relevant market
- Developing strong business relationships with new and existing accounts to ensure a successful trading future in the local market
- Answer all incoming telephone calls in a professional and competent manner
- Respond to internal and external enquiries via email and phone
- Understand the product and logistical offer in order to provide excellent Customer Service
- Input orders via fax, email, over the phone and our electronic ordering system
- Manage and update customer accounts

Please ONLY apply if you have the Essential skills

To apply, please send your CV to egraham@bgautomotive.co.uk or visit our Careers Page at:
www.bgautomotive.co.uk/careers

| Criteria | Essential | Desirable |
|-----------------------------|--|---|
| Training & experience | <ul style="list-style-type: none"> • Extensive experience using MS Office Software (Word, Excel, Outlook) • Experience customer service/ Export advisor | <ul style="list-style-type: none"> • Experience within the automotive aftermarket sector |
| Knowledge & Personal skills | <ul style="list-style-type: none"> • Be able to represent BGA in a professional manner • Fluent in English • Excellent communication and collaboration skills • Highly motivated, confident and enthusiastic • Analytical and with a data driven mind set • Team working, able to build strong relationship (internally and externally) • Exceptional time management skills • An ability and genuine passion to develop the business | <ul style="list-style-type: none"> • Language skills |

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