
Job description

Sales & Purchasing Assistant

Blas ar Fwyd is a busy and dynamic place to work.

As a leading distributor of quality and artisan Welsh foods and drinks we are growing quickly and are looking for flexible and positive members of staff to support the team

This is a fantastic opportunity to attain varied experience and hands on responsibility in the food industry where result of day to day work will be very tangible.

The successful candidate will be positive, practical and quality driven.

Sales & Order Office Support

- Process the orders from trade and public via email phone and website
- Answer phone, website and email customer enquiries
- Discussing customer needs and advising of suitable product ranges and alternatives
- Promote monthly & seasonal offers
- Liaise with couriers and prepare goods that are shipped via different couriers.

Purchasing Support

- Place orders with a range of artisan producers, forecasting stock requirements
- Ensuring orders are placed effectively to maintain stock levels
- Liaise with artisan producers via email and phone regarding availability of their products
- Keep sales team updated with any stock issues

Order Picking

This role will primarily be desk based but there will be occasions due to busy periods or holiday cover where you will be required to work with our warehouse team to

- Pick orders
- Dispatch completed orders

Key Skills

The successful individual should have a great team attitude and the discipline to prioritise the different work requiring attention in both the short and medium terms. The successful candidate will have

- Positive, can-do attitude
- Excellent IT skills, including proficiency in Excel and an ability to learn new software quickly
- Excellent telephone manner and able to build up relationships quickly via phone
- Highly organised, able to pro-actively follow up outstanding actions
- Team player

- The ability to speak, read and write in Welsh would be beneficial but it is not essential

Job Details

Working hours: Monday - Thursday 9.00am - 3.00pm, additional hours can be discussed

Expected start date: Immediate start available

Salary: 9.20 per hour