

## **Sales Assistant – Framtrade**

**Location:** Station Road, Framlingham

**Hours:** Monday – Friday, 9:00 AM – 5:30 PM

Are you a dynamic and customer-focused individual looking for a varied and engaging role? Join **Framtrade Limited** as a **Sales Assistant** and become a key part of our team!

### **What You'll Do:**

- ✓ Process fuel and gas orders efficiently.
- ✓ Support retail customers and Fram Farmers members at our Station Road premises.
- ✓ Manage electronic communications with customers.
- ✓ Assist with invoicing and general administrative tasks.
- ✓ Help promote Framtrade through digital marketing and website updates.
- ✓ Work alongside the Fuel Buyer to provide vital market information and price lists.
- ✓ Handle incoming calls professionally, ensuring excellent customer service.

### **What We're Looking For:**

- ◆ Strong communication and customer service skills.
- ◆ Organised and proactive approach to work.
- ◆ Comfortable using digital platforms and updating websites.
- ◆ A team player with a positive attitude and attention to detail.

### **Why Join Us?**

- ✓ Friendly and supportive work environment.
- ✓ Opportunity to develop your skills in sales, marketing, and administration.
- ✓ Be part of a well-established business serving the local community.

**Apply Now!** If you're ready to bring your enthusiasm and skills to our team, we'd love to hear from you!