

Job Vacancy

Realise the next step
of your career

**Sales Office
Administrator**

POSITION TYPE: Full time,
permanent

LOCATION: Ipswich, Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that understands the individual needs of the client and the project.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Our portfolio embraces waterproofing systems, through to green roofs for supporting the local environment, to solar PV systems providing renewable energy for sustainability, and blue roofs to attenuate stormwater and negate localised flooding.

Bauder is committed to delivering technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Manager)

'the Company really looks after you as a person' (Technical Administrator)

'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we were the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be recredited in 2024 for the third time at platinum level as well as achieving the 'We invest in Wellbeing' Gold award on our first attempt.

Bauder is an Equal Opportunities employer

Bauder Ltd

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We invest in people Platinum

INVESTORS IN PEOPLE®
We invest in wellbeing Gold

Job Specification

Objective:

Working within a busy, fast paced, team orientated, customer focused sales department, the main emphasis of the Sales Office Administrator role will be to provide valuable support to the business by implementing strategies for handling and managing department data to be used to monitor performance and continuous improvement.

The role will involve the collation and analysis of company data from various sources across the business that impacts our processing and management of customer data. A pro-active approach to seeking process improvements is essential together with concise preparation and presentation of findings with proposed solutions to the management team.

The ideal candidate will require a high standard of accuracy with the ability to prioritise workload as required. Ideally the candidate will possess proven and advanced IT and database skills, specifically Excel, with working experience of PIVOT tables, formulas and V-Lookups.

Outline of responsibilities / duties:

- Gathering and entering information into department spreadsheets/Logs
- Questioning and validation of the data and identification of patterns/trends
- Ability to seek pro-active solutions and cross reference information
- Clear communication of findings/anomalies in data
- Working with other teams to gather the data required for reporting.
- Preparation & analysis of business data resulting in the creation and presentation to relevant members of the business with clear and concise explanation where required.
- Reporting/escalating key issues to the management team with proposed solutions.
- General administrative duties to support the wider business and sales office team functions:
 - Managing ad hoc admin tasks to ensure data within multiple process software is current and provides smooth functioning for processing.
 - Monitoring and completing reporting structure to provide visibility of reporting.
 - Preparation of workload statistics to support balance of workloads across the team.
 - Preparation of credits to manage internal non-conformances
 - Co-ordination of daily invoicing and month end processes
 - Co-ordinating Price List and Order & Delivery guide updates.
 - Preparing and issuing Mailshots for Price Increases, Team Building & Dept events.
- Regular review of departmental documents/data to meet the business needs.
- Working as part of a team to provide customer focussed solutions.

Key Attributes:

- Sound administrative experience
- Excellent organisational abilities
- Proven analytical skills
- High degree of accuracy
- Proven experience of working to deadlines/KPI's

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- Ability to prioritise workload and work in a fast-paced environment
- Advanced level of computer literacy – Microsoft Excel, PowerPoint, Word
- Advanced Excel expertise, including Pivot Tables
- Experience with VLOOKUPS, graphs, and data presentation methods
- Team-spirited, hands-on approach
- Motivated and driven
- Committed to delivering and maintaining high standards of service

This job description is non-exhaustive and subject to change.

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Reducing the use of materials



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