

# 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 and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. 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 Sales 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 are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

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# Job Specification

Feb 2024 v1

## Objective:

Reporting to the Sales Order Processing Manager, the postholder will work within the Sales Office as part of the administration team, The emphasis of the role will be to prepare and organise the data entry of department information to support the sales and purchasing department processing functions.

The Sales Office Administrator will be responsible for completing general admin tasks such as distribution of department invoices, department mailshots and correspondence as well as supporting the existing administration team in the preparation of scheduled reports.

The candidate will require a high standard of accuracy with the ability to prioritise workload as required, together with experience within a customer focused, fast paced environment. In addition, 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 main responsibilities:

- Data entry updates to support our sales and purchasing processes.
- Gathering and entering information into department spreadsheets/Logs
- Completing daily multi-print and issue to customer invoices
- Running of daily/weekly/monthly KPI and non-conformance reports
- Processing of credit notes relating to non-conformance
- Database administration to support the Sales office team functions.
- Review of departmental documents/data
- Ability to cross reference information.
- Clear communication of findings/anomalies in data
- Working with other teams to gather the data required for reporting.
- Preparation and issue of Department and customer mailshots to meet the business demands.
- Cover where required to prepare/copy customer quotations for all Bauder Systems
- Cover where required to prepare sales and purchase orders.
- General admin tasks/duties to meet the department demands.

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## Key skills/qualifications/criteria:

- Ability to work as part of a team to provide customer focussed solutions.
- Sound administrative experience.
- Excellent organisational skills and ability to meet deadlines/KPI's.
- Ability to prioritise workload and complete work in a fast-paced environment.
- Able to meet and maintain a high level of accuracy.
- Able to demonstrate a strong level of computer literacy – Microsoft Excel/PowerPoint/Word
- Ideally with advanced Excel experience (experience of Pivot Tables, V Look-ups, graphs etc)
- Team spirited, positive and hands-on approach.
- Motivated, driven and committed to deliver and maintain high standards of service.

This job specification is non-exhaustive and subject to change as the Company deems necessary.



### ***Jan Carter, Sales Order Processing Manager***

*The sales office is a fast-paced customer focussed environment where we strive to exceed our customer's expectations.*

*We offer a dedicated service to all our customers through our sales co-ordinators who manage all aspects of the customer's requirements from initial quotation right through to the co-ordination of delivery on site. We strive to provide efficient and accurate processing to ensure the successful outcome for all our projects, ensuring our customers return again and again.*

*There is a great team dynamic where everyone regardless of their experience is able to bring something to the team, they pride themselves on their teamwork and support each other everyday to achieve their shared goals.*

*This new role has been created to boost our existing administration team who provide essential support to our sales office, providing data collection, reporting and management of key data/information to enhance our overall service.*

*If you are looking for a varied role within a rapidly growing team and want to share in our onward success, this could be the role for you, and I look forward to receiving your application.*

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