

|                        |                           |                        |    |
|------------------------|---------------------------|------------------------|----|
| <b>Employee Name</b>   |                           |                        |    |
| <b>Job Title</b>       | Sales Assistant/Expeditor |                        |    |
| <b>Line Manager</b>    | Offshore Services Manager |                        |    |
| <b>Supervising</b>     | N/A                       |                        |    |
| <b>Document Number</b> | JD083                     | <b>Revision Number</b> | A0 |
| <b>Based</b>           | Aberdeen Office           |                        |    |

## Job Purpose Summary

The Sales Assistant/Expeditor will support the Senior Technical Sales Administrator with quotations for equipment and services for the offshore division. The role will also involve procuring and purchasing a wide range of equipment from suppliers at the best possible price. There is a responsibility to review goods and sales enquiries through to goods despatching and dealing with replacement equipment related enquiries received from clients.

## Key Responsibilities/Accountabilities

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

- Provide customers with quotation and sales support in a timely manner by phone, fax, email, post or tender as required.
- Log and assist in addressing any customer care issues.
- Completion of enquiry and sales forms as per system, ensuring records are completed accurately and correctly.
- Expediate sales enquiries and log relevant supporting information.
- Process sales orders on receipt of order from customer.
- Oversee the expediting of orders and ensure clients are kept updated with expected delivery days and informed of any delays.
- Assist in the maintenance of accurate customer contact records.
- Raise and process purchase orders for the offshore department.
- Liaise with Stores to consolidate orders where minimum order value exits.
- Prepare delivery note paperwork and certification for product sales orders
- Create and despatch invoices for product sales electronically or by post.
- Monthly reporting of sales figures to the Offshore Services Manager

## HSEQ Responsibilities

- By adhering to Nucore Group's HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections

- Complete mandatory HSEQ training as identified on the Nucore Group training database

## Experience/Education/Training

### *Essential*

- Sales administration and/or expediting experience
- Knowledge of offshore and marine safety equipment
- Computer literate in all Microsoft packages
- Good communication skills in English (written and oral)
- Team player, friendly and outgoing
- Positive outlook
- Attention to detail with a high level of accuracy
- Ability to work under pressure
- Flexible and well organised
- Self-motivated with the ability to use own initiative
- Articulate

### *Preferred*

- Oil and Gas experience
- Experience with Navision
- Experience in raising purchase orders and commercial orders

|                           |  |                               |  |
|---------------------------|--|-------------------------------|--|
| <b>Signed by Employee</b> |  | <b>Signed by Line Manager</b> |  |
| <b>Date</b>               |  | <b>Date</b>                   |  |