

Part Time, Customer support / Administration (home office based) :

At Humidity Matters Ltd and through our businesses including DSH, we create innovative Humidification solutions for buildings and building owners that challenge what's possible for a sustainable world. We are a company that constantly looks outside of the box to offer the best possible solution to our customer needs

Job Summary:

This is a great opportunity to join our UK Team. You will be fully responsible for the development and growth of the UK's customer base in terms of customer support and admin. Additional responsibilities will include the development and support of our nationwide Approved Installers and sub distributors. You will also liaise with all our suppliers on a weekly basis.

Part time Admin assistant :

- Making and managing quotes for spare parts
- Making and managing quotes for standard units
- Order Entry in "Teamleader" and /or "Xero" software systems
- Purchase orders in "Teamleader"
 - Creating commercial invoices for deliveries from our Netherlands warehouse or other supplier locations
 - Creating delivery note for deliveries from our Netherlands warehouse or other UK /European or International supplier locations
- Checking supplier order confirmation on pricing, delivery terms etc
- Order confirmation to the customer
- Follow up on delivery
- Invoicing to the customers
- Follow up on payments from the customer

Additional duties may in time require:

- Light Marketing duties
- Product assistance

Qualifications:

- Administration management or similar.
- Import/Export experience.
- Microsoft office, Teamleader and Xero (Training can be given in last 2).
- Preferred but not essential Qualification in Mechanical / Electrical Engineering, Refrigeration or applied experience in this field.
- Minimum of 5 years successful Admin experience.

Key Competencies:

- Able to demonstrate solid admin and organisation skills.
- Ability to work from home without supervision.
- The ability to identify the needs and provide the best solution for the customer.
- Effective sales and negotiation skills.
- Self-motivated.

We offer a competitive salary pro rata OR will work as self-employed under invoice.

We are an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, pregnancy, age, marital status, disability or any legally protected status.

Please send your CV along with a cover letter and salary/ day rate expectations to
Andie Chessun (Director)
Andie.chessun@dristeemuk.co.uk

Strictly NO agencies