



Sales Administrator at International Dance Shoes

The Role

Our business is getting busier and busier and we're now looking for someone to come and give our team some extra support on the administrative side of things, though responsibilities could extend to other important areas of the business too. This role could be perfect for an enthusiastic school/college leaver or for an experienced team player.

The business specialises in the manufacture, distribution and the retailing of dance shoes and our business stretches right around the world, selling throughout Europe, Russia, USA, Japan, China and Australia. Our shoes have a great reputation and we're suppliers to BBC's popular 'Strictly Come Dancing' series!

Details of key responsibilities are outlined below. To succeed in these areas, a willingness to learn is essential, as well as the ability to work in a fast-paced, creative and dynamic environment. If you feel as though you have these qualities, then we look forward to hearing from you and information on how to apply is at the bottom of this page.

Main Responsibilities

- Support our sales team with the processing of orders from online customers and shops from around the world
- Serving customers in our factory shop (and potentially at exhibitions too)
- Organising the dispatch of orders both by booking deliveries as well as packing
- Picking orders from stock for dispatch
- Supporting the effective management of our stock by helping us with stock takes
- Opportunity to work on some of our social media promotions to help grow sales and the awareness of our brand
- Basic administration duties such as filling, printing labels for shoe boxes, organisation
- Other opportunities within the business may also be presented to you as you learn and develop within the business.

The Person

Technical Skills

- Experience in a similar environment to a shop or office is great, but not absolutely essential.
- An interest in fashion and footwear is important, with experience in the industry desirable but not essential.
- GCSE's are essential, and A-Levels (or equivalent) are desirable.

Personal Profile

- Organised with good communication and administrative skills.
- Works well within a team and is trustworthy, open and honest.
- Willing to learn new roles and adapt as well as a self-starter who can work unsupervised.
- An eye for detail.
- Presentable, with a sense of humour, interpersonal skills and customer service skills.
- An interest in our brand and products at interview stage is certainly appreciated.
- Willing to work on some weekends.

How to Apply

Should you wish to apply for this role, please forward your CV and a covering letter, highlighting the role that you are applying for in the Subject, to careers@internationaldanceshoes.com.