

# Working in a Winter Wonderland

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Sunday

**Yo ho ho.....**  
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## Food Sampler / Tester

Our Wellingborough based client is looking for a young, keen food enthusiast. Duties to include making samples of pastry based products and helping to develop a new dessert line. Working Hours 7.30am to 5.00pm Mon to Fri - Salary £13,260. Any Food and Hygiene certificates an advantage.  
**Please call Wayne @ Fox Resourcing: 01536 524460**  
**Send your CV to: [jobs@fox-resourcing.co.uk](mailto:jobs@fox-resourcing.co.uk)**



With ongoing growth plans we are looking for a **Sales Administrator**

Do you have what it takes to join Igloo's successful and busy Operations Team?

You will need to have and be able to demonstrate the following:

- You have administered at least £2m worth of sales with a blue chip client base
- You are capable of managing and administering your own accounts which includes pre order information through to invoicing.
- You are capable of direct contact with your customers at all levels in a professional manner.
- You can create new and be responsible for existing reports, systems and documents.
- You have advanced experience of MS Office 2007 particularly Excel.
- You have advanced experience of a sales order processing and stock management system (We use Pegasus Opera)
- You thrive in a busy environment with tight deadlines.
- You can communicate issues and escalate them as necessary
- You are excellent at time management with the ability to be methodical
- You have the understanding to build strong working relationships with our warehouse to be able to ensure a smooth running operation.
- You have a full understanding of a stock management system with the ability to adjust and transfer stock.
- You have a "can do" approach to everything that is handed to you.
- You are proactive rather than reactive to issues and strive to always provide an excellent service to our customers.
- You strive for challenges and always achieve what is set.
- You are always looking for new ideas to ensure company growth.
- You always achieve deadlines set.
- You are flexible in your approach to your role with the desire make a difference and make this role your own.

If you have ticked all of the above then please write to me demonstrating (include employer names, position held and relevant dates) that you fit the criteria and are the best candidate for this position. Along with this please confirm your salary expectations and notice period required with your current employer.

Contact: **Karran Marshall, Company Secretary, Igloo Books Ltd, Cottage Farm, Mears Ashby Road, Sywell, Northants, NN6 0BJ or email to [karran@igloo-books.com](mailto:karran@igloo-books.com)**

Kempston Controls are a growing business selling B2B Electrical Control Products. We are looking for enthusiastic, motivated individuals with a good attention to detail, who enjoy a challenge and are able to work to deadlines. Language skills would be an advantage, but not essential.

## Internal Sales - Full-Time

This position involves the handling of customer e-mail and fax enquiries from the UK and overseas. Preparing quotations from initial contact through to confirming the order on our integrated system.

## Tele-Sales - Mon-Thu 9am-3pm

This position involves working in a small but busy call centre, dealing with a national customer base taking orders and dealing with enquiries for Electrical Equipment to the Wholesale and Panel Building market.

To take advantage of these great opportunities to join a rapidly growing Company, apply in writing to:



Mr Craig Barrowcliffe  
 Kempston Controls,  
 Shirley Road,  
 Rushden, NN10 6BZ



To advertise your vacancy our next Recruitment Feature please call the Recruitment Team on **01604 515001** or email [chron.recruitment.co.uk](mailto:chron.recruitment.co.uk)

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