

# Careers at Cubis Systems



Cubis Systems is a global leader in the design, engineering and manufacture of network access products for the infrastructure, utility and construction markets. Headquartered in Northern Ireland, Cubis is part of the €27 billion CRH Group and operates from multiple sites across the UK and Ireland, exporting to over 30 countries worldwide. Due to the continued growth of our business we currently have a vacancy for a:

## Sales Administrator

### The Role

Reporting to the Internal Sales Supervisor, the successful candidate will be responsible for all aspects of sales order processing, customer service & sales support to all functions of the business. Based at our Lurgan site their key responsibilities will be:

- Handle and process customer orders and price enquires smoothly.
- Provide general account management function as well as associated administrative support.
- Liaise closely with each customer to provide accurate and up to date information on delivery schedules
- Liaise regularly with internal customers including production, business development, product development and logistics team to ensure cross-departmental communications are accurate and timely.
- Work with the planning department to provide information for developing manufacturing schedules
- Work with the logistics department to develop supply plans.
- General customer liaison and timely resolution of issues and queries.
- Escalate relevant customer issues and complaints.
- Other duties as may be reasonably required within the scope of the Sales Administrator role.

### How to apply

Cubis is a progressive business with a focus on attracting and developing the best talent. Excellent career development opportunities exist within the business and the wider CRH Group. We offer an attractive remuneration package including ShareSave options and private healthcare provision. If you would like to be considered for this post, please forward a covering letter and C.V. by email to [recruitment@cubis-systems.com](mailto:recruitment@cubis-systems.com). All applications must be received by **Wednesday 28<sup>th</sup> of September 2022**

### The Applicant

Candidates must have experience of working within a similar role in a fast-paced, ERP driven environment. The successful candidate will also possess the following skills and competencies:

- A minimum of five GCSE, including English and Mathematics, or equivalent.
- Previous experience of entering orders onto an ERP/MRP system.
- Customer service administration experience and the ability to understand customers' needs.
- Previous experience in a manufacturing setting will be advantageous.
- Knowledge and experience in planning and scheduling is desirable
- Proficiency in the full MS office suite
- Excellent communication and interpersonal skills
- High level of accuracy and attention to detail
- Evidence of experience in influencing others and collaborating with team members at all levels.
- Effective organisational and prioritising skills.
- Candidates must be willing learn quickly, be action oriented and come across as naturally resourceful and resilient