



Gerflor is a leading global organisation that creates, manufactures and markets innovative, sustainable, and decorative flooring and interior finishes. The group has 23 subsidiaries and 12 manufacturing plants around the world with a major presence throughout the UK and Europe.

Our attention to detail, forward thinking and passion for improvement has led to our huge success in the UK and International marketplace.

With customers ranging from designers & architects to contractors and building owners, spanning all industries such as Commercial Office, Education, Healthcare, Residential, Retail, Leisure & Hospitality.

Due to our ongoing success, we now have a vacancy for a

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**Sales Administrator – GFUK**

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Based at,  
Chapel Mill, Macclesfield

**What the role looks like....**

- This is a full time Sales Administrator role based within our busy Sales Order team at our Chapel Mill site in Macclesfield.
  - **A typical day in the job...**
- Typical daily duties will involve data inputting, processing orders, liaising with internal and external customers regarding sales orders and deliveries, checking stock availability and performing general administration duties.

**What we would like you to bring....**

- The ideal candidate will have experience in a similar role.
  - A confident telephone manner
- Good communication skills and the ability to work as part of a team.
  - Well organised and able to handle multiple tasks.
    - Excellent eye for detail
  - A solid understanding of Microsoft Office 365 tools

### **What we can offer....**

- Monday to Thursday 8.30am – 5.15pm / Friday 8.30 – 5.00pm
  - Early Finish Fridays!
- 26 days annual leave plus bank holidays (4-5 days saved for Christmas)
  - Option to purchase a further 5 days of annual leave.
    - Annual discretionary bonus at Christmas
  - Proactive and supported Probation Period - usually 6 months
    - Group life insurance and death in service
    - Pension auto-enrolment after 3 months
      - Occupational Health Services
  - Employee Assistance Programme - 24/7 free confidential advice
    - Discounted Gym Membership with Everlast Gym
      - Free parking
- Refurbished and prestigious Head Office, close to all transport links.
  - Extremely high retention rate and family orientated business

### **Eligibility Criteria...**

You must have the right to work in the UK, and valid residency status to apply for this role.

Applications should be sent with a current CV, to [recruitment@gradus.com](mailto:recruitment@gradus.com), or in writing to the HR Department, Springbank, Brunel Road, Macclesfield, SK11 0TA

For more information on our company please visit our website

**[www. Gradus.com](http://www.Gradus.com)**