

Order Entry Administrator

Liberty Wines is one of the most dynamic and fast-growing wine companies in the UK, supplying a wide range of premium wines to all sectors of the trade including restaurants, regional wine merchants and multiple grocers and specialists. This growth has been driven by the quality of our wines, our service and our people.

An opportunity has arisen for an Order Entry Administrator to work in our vibrant Customer Services department. You will be responsible for delivering an excellent service by processing customer orders efficiently and accurately to ensure we deliver the right wine on time.

Skills & Experience:

- Exceptional attention to detail and accuracy along with good IT skills
- Reliable, conscientious and punctual
- Self-motivated with a positive "can do" attitude
- Able to consistently hit targets and meet deadlines
- Team orientated and able to build good working relationships

Wine knowledge is desirable

Hours of work are expected to be Monday to Wednesday 8am to 6.30pm and 8am to 6pm Thursdays but there is some flexibility.

Salary and Benefits:

Salary range will be dependent on experience with the following:

- Personal Bonus of up to 5% of basic salary based on performance against key objectives
- Participation in discretionary Company bonus scheme
- Individual and team incentive scheme
- 25 days' holiday
- Stakeholder pension scheme/travel insurance
- Discounted wine

Located in Clapham North, south west London, and Investors in People accredited Liberty Wines is an award-winning company which offers excellent opportunities for training and development alongside a great working environment.

Please apply with covering letter and CV to: customerservices.jobs@libertywines.co.uk