



Full -Time Sales & Order Administrator

Location: Dartford, Kent (on-site)

Hours: Full-Time – Monday to Thursday 8:00–17:00, Friday 8:00–16:00

Salary: Based on experience

About the Role:

Solar Tackle is a fast-growing, dynamic business at the heart of the carp fishing industry. We're looking for a reliable and motivated Sales & Order Administrator to join our on-site team in Dartford.

This is a key position within our operations, ideal for someone who thrives on being organised, takes real ownership of their role, and enjoys being part of a close-knit, fast-paced environment. You'll play a vital role in processing customer orders, supporting the sales team, and helping ensure that the day-to-day flow of operations runs smoothly.

This is not a “tick-the-box” admin role, we're looking for someone who is proactive, dependable, and proud of their work. In addition to core duties, you'll also handle various ad-hoc administrative tasks across the business, occasionally assisting with finance or other departments as needed..

Key Responsibilities:

- Process customer sales orders accurately and within required timelines.
- Generate invoices and ensure all related documentation is correct and complete.
- Maintain accurate records of orders, customer information, and shipments.
- Handle phone and email enquiries professionally and provide timely support.
- Coordinate with the warehouse to ensure smooth picking, packing, and dispatch.
- Liaise with third-party logistics partners to arrange and track deliveries.
- Monitor order progress, resolve discrepancies, and update stakeholders proactively.
- Provide general administrative support, including report preparation and system updates.



Requirements:

- Experience in sales administration or order processing.
 - Strong communication skills, both by phone and email.
 - Excellent attention to detail and accuracy.
 - Ability to manage multiple tasks and work well under pressure.
 - Experience with ERP systems (e.g., NetSuite or SAP) is an advantage.
 - Confident using Microsoft Office, especially Excel and Outlook.
 - Comfortable working on-site in Dartford and being hands-on in a busy environment.
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Benefits:

- Stable, predictable working hours.
 - Opportunity to gain hands-on experience with ERP systems and various aspects of sales operations.
 - Supportive work environment with scope for learning and development.
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How to Apply:

Please send your CV and a short cover letter explaining your relevant experience to Jobs@solartackle.co.uk with the subject line:

“Sales & Order Administrator Application.”