



<https://www.elliottrecruitment.co.uk/job/temporary-sales-administrator/>

Temporary Sales Administrator

Description

Are you an organised and customer-focused administrator available to start immediately?

We're seeking an experienced **Sales Administrator** to join our Hitchin-based client on a short-term contract. This is a varied, customer-facing role where you'll play a key part in supporting daily operations and ensuring excellent service delivery.

Key responsibilities:

- Handling incoming calls and responding to customer emails
- Scheduling appointments and coordinating diaries
- Ordering materials and arranging deliveries
- Providing general administrative support as needed

About you:

- Proven administrative experience
- Strong customer service skills
- Proactive with the ability to use your own initiative
- Positive, can-do attitude

Working hours:

Monday to Friday, 9:00am – 5:00pm

This role is expected to run until the end of June initially, with an immediate start available.

If you're available now and looking for a temporary opportunity in the Hitchin area, apply online today.

Hiring organization

Elliott Recruitment

Employment Type

Temporary

Duration of employment

Two Months

Base Salary

£ 12.71 - £ 12.71

Date posted

1st May 2026