

Family owned Safeguard Coaches requires a

# Sales/Accounts Assistant

Full-time role (37.5 hours per week) working Mondays to Fridays 0900 to 1730 hours with one-hour meal break.

Based mostly at our Farnham Office, Odiham Road GU10 5AE. Free car parking available.

## The Role

To assist with all aspects of coach private hire and contract booking including sales enquiries, quoting for work, administering bookings and receiving payment. No cold calling involved.

Assist with financial data entry, input supplier invoices & update spreadsheets as required.

## The Person We Are Looking For

The person we need will have an excellent telephone manner, business sense and geographic knowledge of the area. Good numerical, writing and organisational skills and ability to multi-task are essential attributes.

Knowledge of Excel and Sage would be preferred.

**More details from Safeguard Coaches on 01483 561103 (ask for Jane or Sue) or via email to [sales@safeguardcoaches.co.uk](mailto:sales@safeguardcoaches.co.uk).**

**Closing Date: Friday 8 June 2018**