

Based in Stowmarket, Timberwolf are proud to have sold more machines than any other woodchipper brand available in the UK today. Our experience is second to none, and our growth plans are to build on this experience and success and support even more Timberwolf customers in the UK, Europe and beyond.

Would you like to be part of this success by joining us in our busy Sales Team as our Sales Administrator Apprentice?

You will need excellent written and verbal communication skills, have a very high standard of IT skills, and have good attention to detail. You will also need to have a strong work ethic and be a good team player.

The apprenticeship involves

- Processing of sales orders / purchase orders
- Maintenance of sales orders
- Maintenance of pricing database
- Liaising with dealers / distributors
- Preparation of machine manuals
- Telephone contact with customers within database
- Preparing KPI reports
- All other tasks required to ensure the smooth running of the sales office

As part of the Timberwolf pack, you will benefit from

- FIRST CLASS TRAINING AND CAREER DEVELOPMENT OPPORTUNITIES
- BONUS SCHEME
- LONG SERVICE AWARDS
- FREE TEA AND COFFEE BREAKS
- FREE PARKING
- PPE PROVIDED
- BRANDED WORKWEAR AVAILABLE
- SUBSIDISED LOCAL GYM
- SALARY SACRIFICE CAR SCHEME – AVAILABLE AFTER 6 MONTHS SERVICE
- CYCLE TO WORK SCHEME
- REGULAR REWARDS & RECOGNITION SCHEME
- EAP (EMPLOYEE ASSISTANCE PROGRAM – FREE SERVICE AVAILABLE 24/7)
- FREE LIFE COVER
- SOCIAL AND FUNDRAISING EVENTS
- REGULAR FREE STAFF LUNCHES

The apprenticeship will either be a Level 3 in Business Administration or Customer Service and will take 18 months to complete.

On successful completion of the apprenticeship this will lead to an opportunity for a full-time role. By working hard and showing determination to succeed you could become a valuable member of the Timberwolf Pack.