

# Sales Administrator – Aberdeen

(4-16 week fixed-term contract/Summer undergraduate placement)

## Introduction

Sumitomo Corporation Europe Ltd is a subsidiary of Sumitomo Corporation, a world leader in integrated trading and investment. We have access to a global network of more than 75,000 people across 66 countries. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: [www.sumitomocorp.com/en/jp/about](http://www.sumitomocorp.com/en/jp/about).

## Role

This role will offer an undergraduate a summer work placement during which a specific office based task can be set. The role allocated for this placement is to enter historical sales and enquiry data into Salesforce, while also developing output tools such as management reports and enquiries.

**This role will report into the Sales & Contracts Manager.**

## Scope

- To enter historical enquiry and sales order data into Salesforce
- To work with Ascend SC and investigate, develop sales reports from Salesforce.
- Investigate and develop quotation generation directly from Salesforce
- Investigate the ability to enter Customer Relationship Management data into Salesforce

## Qualifications/Skills/Personal Qualities

- Position is open to a 3rd year undergraduate studying a relevant business degree.

## To Apply

Please complete the Candidate Application Form (found on the vacancies page [www.sumitomocorp.com/en/europe/sceu/career/current-vacancies](http://www.sumitomocorp.com/en/europe/sceu/career/current-vacancies)) and send the form along with your CV to [recruitment.sceu@sumitomocorp.com](mailto:recruitment.sceu@sumitomocorp.com).