



voestalpine Metsec is the UK's biggest construction specialist cold roll forming company and part of the largest globally leading steel and technology group. Established over 90 years ago, voestalpine Metsec is owned by the voestalpine Group. The Group has 500 companies and locations in 50 countries on 5 continents with €15.7 billion revenue and 49,700 employees.

SALES ADMINISTRATOR – CABLE MANAGEMENT

EXTERNAL VACANCY

Reports to: Sales Director – Cable Management
Location: Full-time office based in Oldbury, West Midlands, United Kingdom (UK)
Hours of work: Monday to Thursday 8.30am to 5.00pm with half hour lunch break each day and 8.30am to 1.30pm with no lunch break on Friday of each week – 37 hours in total, paid monthly

Metsec Cable Management manufactures cable containment and support systems for the mechanical and electrical services industry. This is a permanent full-time position joining our existing internal sales team, responsible for the administration process within a sales environment. The successful applicant will play a key role in supporting the external sales team and provide an important link between the salesperson and the customer.

Person specification

- » Previous experience in a sales administration role
- » Knowledge of sales process would be an advantage
- » Excellent organisational skills and be able to meet deadlines
- » Good telephone manner and strong customer service skills
- » Computer literate and able to communicate at all levels with other departments
- » Work as part of a small team and on own initiative
- » Positive attitude
- » Must be eligible and able to prove that you can work in the UK, as the Company does not hold a sponsorship licence.

Your responsibilities

- » Raising enquiry / order acknowledgments
- » Preparing quotations
- » Liaising with customers via telephone and email
- » Liaising with other departments such as production and external sales
- » Involvement in Lean processes
- » Assisting with customer orders, requests and queries
- » Processing sales orders received onto EFACS
- » Carrying out general admin duties within the office including filing etc.

Post date: Wednesday 6th August 2025
Package: Competitive salary, Company pension scheme, health cash plan, life assurance, 33 days holiday (including statutory days), discounted gym membership, cycle to work scheme and an employee assistance programme.
To apply: We look forward to receiving your CV at metsec.hr@voestalpine.com

voestalpine Metsec is an equal opportunities employer.