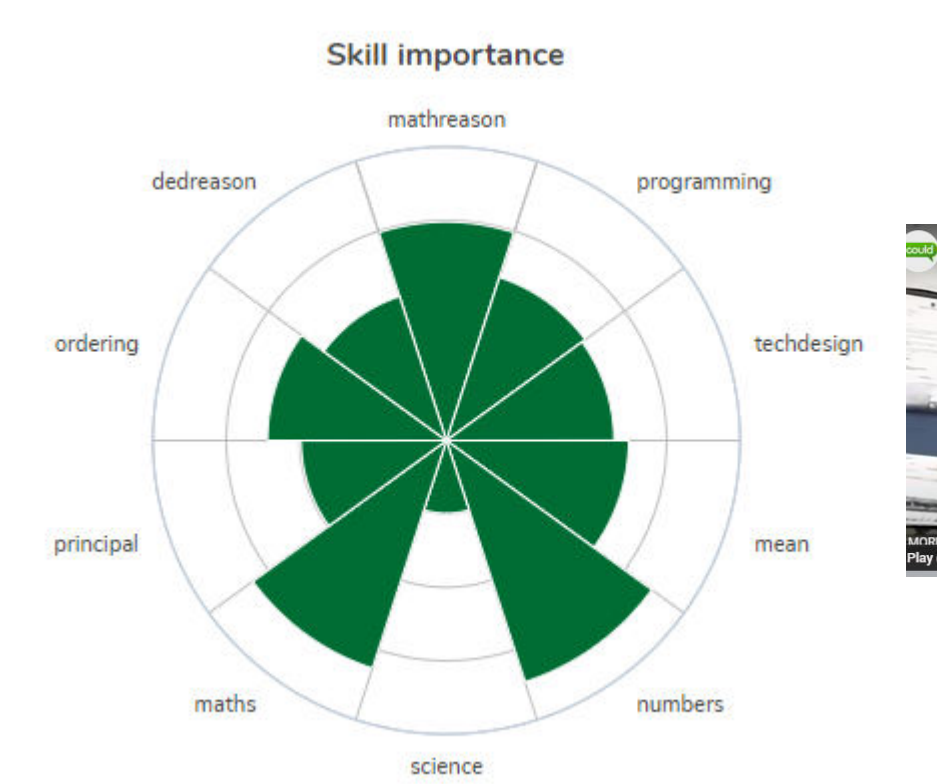




Spanish Speaking Administrator

**Career Of The Week Date:**  
**22/11/2021**



# Spanish Speaking Administrator



£22,360

average salary

The UK average salary is £28,758

36

average weekly hours

There are 37.5 hours in the average working week

23% male 77% female

The UK workforce is 47% female and 53% male

## Description

Sales administrators provide support to the process of selling equipment, materials and other products or services.

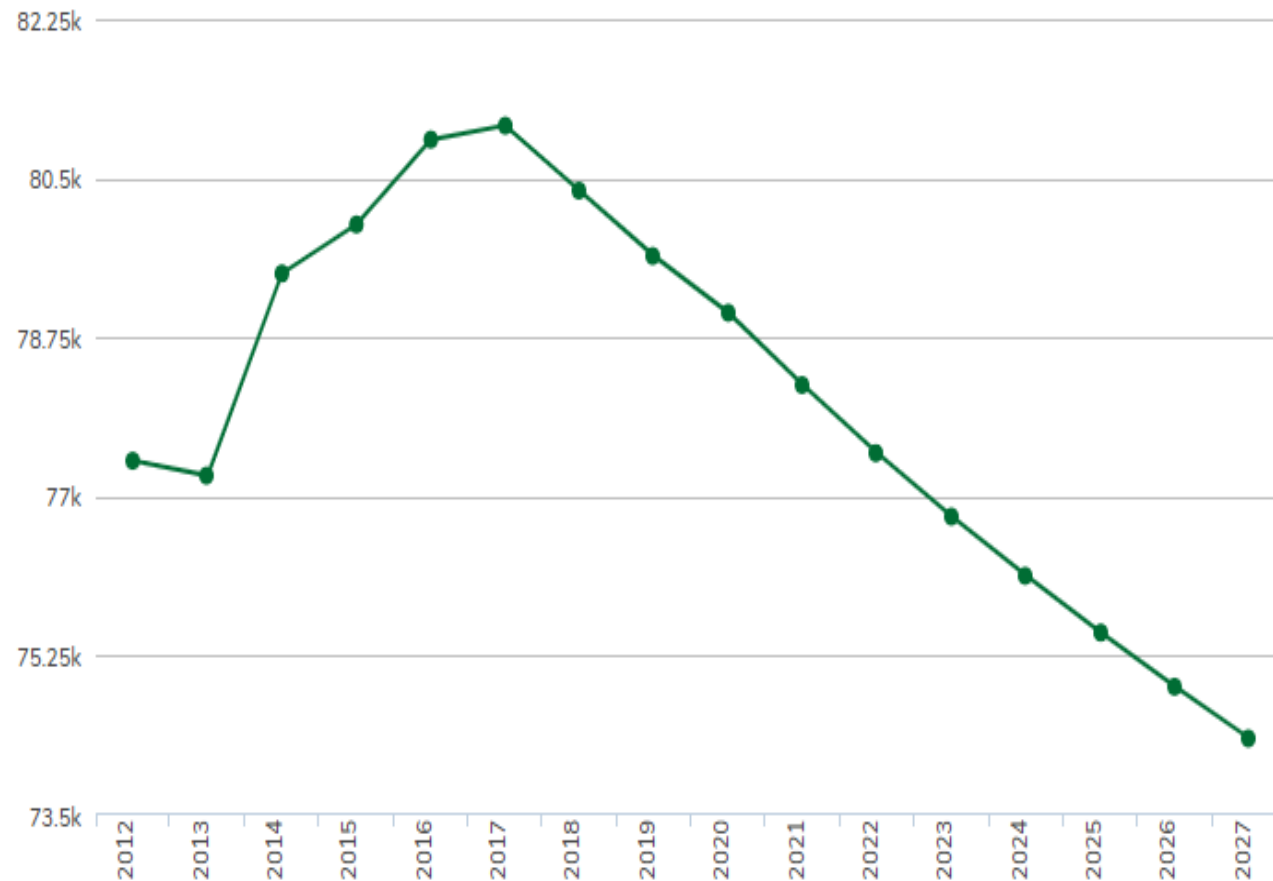
## Qualifications

There are no minimum academic requirements, although entrants typically possess GCSEs/S grades or equivalent qualifications. Training is normally provided on-the-job. NVQs/SVQs in Administration are available at Levels 1 and 2.



## Spanish Speaking Administrator

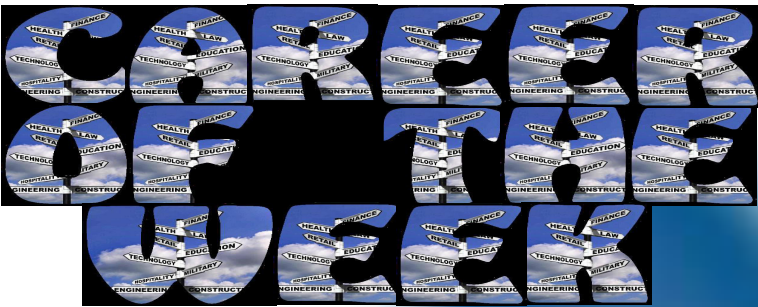
Future employment



### Tasks

- Provides information to customers on products and prices;
- Fields telephone enquiries from prospective customers on behalf of the sales team;
- Prepares sales invoices and maintains records and accounts of sales activity;
- Handles customer complaints or forwards them to relevant member of sales team;
- Carries out general clerical duties.

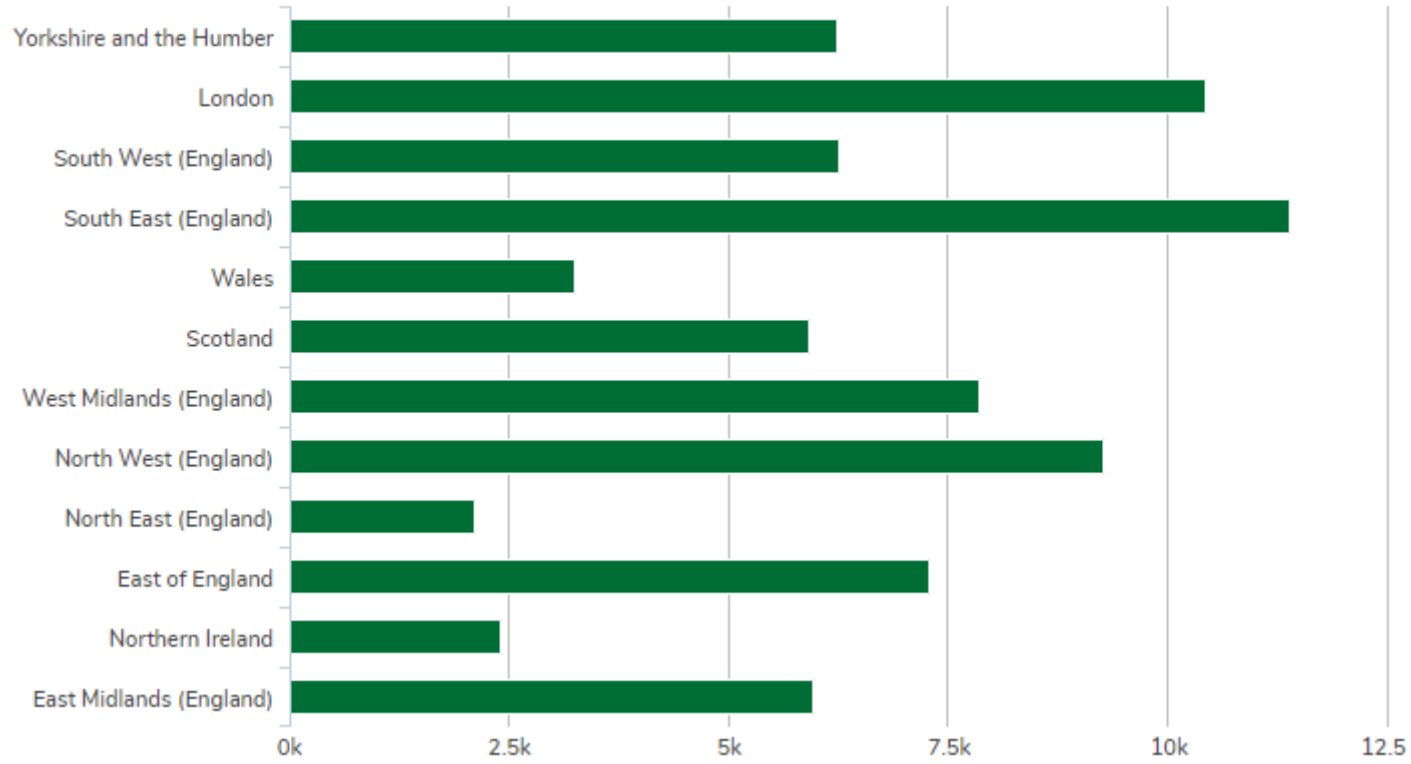




# Spanish Speaking Administrator



### Employment by region



### Employment status

