

Job Title	Sales & Admin Support (Medical Division)
Department /location position based	Medical Shop Jersey & customer premises
Responsible to	Medical Manager & Business Development Manager
Responsible for	N/A
Job summary (the overall purpose of the job)	Assisting with general showroom & sales support duties

Mercury - One partner for all your business needs in the Channel Islands

We supply leading brands and services to the Corporate, Hospitality, Retail and Healthcare sectors.

Founded in 1965, with offices in Jersey and Guernsey, Mercury Distribution is a trusted partner in the Channel Islands. With an experienced management team, we are at the forefront of commercial distribution, installation, and support services on the Islands.

Whether it's designing a new commercial kitchen, to installing the latest eco-friendly coffee machine or supplying all your cleaning and hygiene needs, Mercury is the partner of choice for international brands and local customers.

Main duties and tasks

Based in our showroom in St Martin, this role combines general showroom and sales duties with providing a sales and admin support function for the field sales team.

- Full or part time considered
- Showroom opening hours 08:30-16:30 Mon to Fri
- Assisting with general showroom duties
- Dealing with customers in the showroom
- Answering & dealing with the phone & emails
- Preparing sales invoices, quotes & purchase orders
- Preparing rental agreements
- Sales support function to the field sales team
- Delivering daily living aids to customers
- Responsible for general showroom tidiness
- Manage retail outlet in Manager's absence

Key Systems

Business Central	
File Manager – Folder Structure	
Excel	
Tasks & Responsibilities	