

JOB DESCRIPTION

JOB TITLE:	Internal Sales Executive
BUSINESS ENTITY:	Carpet & Flooring (Trading) Ltd – Camberley Surrey
JOB HOLDER'S MANAGER:	Assistant Branch Manager

OVERALL PURPOSE OF THE JOB

In this role you will engage with customers both over the phone and face to face, you will be able to help answer any queries, provide price quotes and process their orders. You will develop and maintain new sales which will be beneficial and profitable, by pro-actively targeting new customers, along with developing and growing a designated account list.

It's a role that will see you collaborating closely with the warehouse to ensure the right products are delivered at the right time. Regularly engaging with our external sales force and credit control teams, you'll also input orders onto our system and maintain our sales records.

Strong relationships both internally and externally are vital in this role as you will be required to liaise with other departments and third parties to provide accurate calculations.

Being IT literate is a requirement as you will process all orders online / PC. If you have a flair for customer service.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

Commercial acumen and experience would be beneficial however training will be given

Excellent communication skills

Knowledge on Excel/Word essential