

VACANCY



Technical Sales Administrator

We presently have a vacancy for a full time Technical Sales Administrator. Working in our busy Sales Department as part of a broad team, the successful candidate must have excellent IT and presentation skills, with the ability to communicate at all levels. You will have a technical background, positive attitude, and the ambition and desire to progress your career within a sales environment. European language skills would be a distinct advantage, but not essential.

Tasks include:-

- Provide an efficient point of contact for all customers relating to product sales, ensuring all commitments are upheld, and communications are answered promptly
- Process sales orders in line with company policy
- Advise customers from drawings and plans and give technical information
- Assist with the introduction and sales growth of new product
- Support and develop existing Customer database
- Attend sales exhibitions in the UK and overseas where required

Starting date:- As soon as possible

Full Job Description available upon request.

CV's to careers@wessexlifts.co.uk

An Equal Opportunities Company