

Internal Sales Executive

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Company: Adecco

Location: Beckton

Category: construction-and-extraction

Internal Sales Co-ordinator

Monday to Friday - (08:00am - 5:00pm)

Salary: up to £30K

East London

Preferred experience: Sales, Account Management, Customer Service.

We are proud to be representing our well-established client who is within the construction/building supplies company. They are currently seeking an Internal Sales Executive to join their growing team to help build and develop their client base. Working within a great team environment.

Benefits:

25 days holiday + bank holidays

3 days Christmas shutdown

Pension

Career progression opportunities

Regular company nights out

Regular pay appraisals

Duties will include:

Liaising with suppliers

Handling emails

Contacting existing customers and potential customers

Liaising with drivers daily

Checking stock availability with warehouse

Ordering in items for orders

Co-coordinating deliveries and lead times on products

Up-selling on products

Calling round to lapsed clients

Inputting order onto company database

Producing invoices

Regular service calls

The role will grow as fast as the candidate can develop. Willingness and flexibility are a must, strong IT skills as well as excellent communication.

Adecco acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. The Adecco Group UK & Ireland is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Adecco. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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