

Internal Sales Representative

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Company: Brook Street

Location: Newtownabbey

Category: sales-and-related

Brook Street (UK) Ltd is delighted to be working on behalf of our client based in Newtownabbey to recruit an Internal Sales Representative.

The candidate hired will join an existing and highly successful team and will work as part of the internal sales team providing support in the sale of a range of industrial products throughout UK and Ireland.

Duties

Dealing with incoming enquiries from the customer base and the external sales staff.

Preparing quotations to strict deadlines using manufacturers product configures and price lists

Issuing quotations to customers and responding promptly to queries

Administration of orders, this involves dealing with the main suppliers, purchasing, and chasing deliveries.

Active phone support role both with the existing customers and new accounts

Dealing with after sales back up, trouble shooting and dealing with warranty issues.

Assist with the day-to-day activities within the office.

Liaising with in-house admin, service, and stores team

Keep company CRM System up to date

Criteria

Minimum of 5 GCSE`s must have English and Mathematics

Excellent communication skills

Excellent level of literacy and numeracy with high levels of accuracy and attention to detail

Excellent level of IT with knowledge of Microsoft Office

Benefits include:

Bonus of 10% of salary

Matched contributions pension scheme

Full training and development

Salary of £24- 30k per annum depend on experience

Please send CV to Colleen Farquharson via the apply link

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