

## Order Processing Supervisor

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Company: Chase Taylor Recruitment Ltd

Location: Portsmouth

Category: management

Chase Taylor Recruitment is currently working with a successful window and door business who are currently looking to recruit a Window & Door Processor, ideally with some supervisory experience.

They manufacture Upvc and aluminium Windows & Doors which they supply to the trade and to the DIY Market. They are a well-established business who have built up a large customer base thanks to their service and quality manufacturing processes. Because they are so busy they need somebody to join the Office Team, to oversee the processing of orders from enquiry down to the factory and maintain clear lines of communication with customers.

The role:

- \* Provide clear and accurate estimates to customers.
- \* Extracting information from tender drawings to allow quotations to be prepared and submitted.
- \* Manage potential, new and existing clients.
- \* Answer customer/client queries via phone, email, or face to face in a professional manner.

\* Be first point of contact for our trade customers.

\* Follow up estimates with emails and phone calls.

The candidate:

\* Have current experience as a upvc sales estimator within the window and door sector.

\* Have a track record of hitting and exceeding targets.

\* Experience working within the commercial and residential sectors.

\* Experience using Windows Designer

\* Be able to read technical drawings.

\* Sales driven and forward thinking.

\* Be able to manage own workload.

\* Excellent customer service and communication skills

For more information please click 'apply' or contact Martyn at Chase Taylor Recruitment and quote reference number MM3721

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