

Sales Support

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Company: Exertis

Location: United Kingdom

Category: other-general

The main purpose of the Sales Support role will be to reduce the current administrative workload on the AV South Sales Team allowing the Sales Managers and Account Managers to return to normal working business hours, returning to expected call activity and fuelling a proactive nature, with the end result being a return of lost market share on key brands to Exertis. This role is based in NR16 2JU.

Your Day-to-Day

Process and manage manual and web orders for AV South.

Store sales orders in a centrally shared location.

Chase aged requests and provide regular updates to the Account Manager, customers and Sales Manager.

Cover Account Manager areas when they are absent

Demonstrate a strong awareness of and commitment to Ethics and Compliance and the DCC Group Code of Conduct

Role Requirements

Excellent organisational skills

Able to work on own initiative

Great communication skills

Willingness to learn

A positive and can-do attitude

What's in it for you?

It's important to us that our people love what they do and in turn we put together a benefits package that rewards a job well done. We'll give you:

25 days holiday plus bank holidays

Social events

Health care cash plan paid for by the company

Income protection Scheme

Employee Assistance programme

Loyalty awards for key service milestones

Cycle to Work Scheme

Enhanced maternity, paternity and shared parental leave

Holiday purchase scheme

Award-winning Learning & Development team

Internal career opportunities

We value diversity and inclusion and champion a culture where everyone feels valued, included and celebrated. We're open to conversations about flexible working. If it's right for our customers, our business and for you then we'll do what we can to support it.

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