

Job title:	Sales Assistant (office based).
Company:	Graham Heath Construction Ltd
Salary:	Competitive salary (depending on experience)
Hours of work:	Full-time
Location:	Wrenbury, Nantwich, Cheshire

Due to the continued success of Graham Heath Construction, an exciting opportunity has arisen for an Sales Assistant to join our existing sales team in Wrenbury near Nantwich. Full time (Mon-Fri) with a very good salary and friendly work environment on offer for the successful candidate.

Sales Executive role:

- Chase existing quotations and tenders to generate additional business.
- Receive and respond to incoming enquiries (phone, email and on-line).
- Provide quotations and information to clients/potential clients to achieve customer satisfaction and achieve sales targets.
- Manage your own client accounts.
- Maintain activity records and customer database.
- Attend regular sales and marketing meetings and work to sales targets as agreed with the company.

Candidate requirements:

- Previous sales experience would be an advantage.
- Experience of working in the construction/steelwork industry would be highly desirable.
- A pro-active, Self-motivated and driven person
- Ability to attend occasional site visits/meetings
- The ability to be customer facing when required
- Excellent communication skills, both written and verbal.
- A good telephone manner.
- The ability to work under pressure.
- Computer literate. Word/Outlook/Excel/Google Docs/Quoting System
- The ability to work as part of a team.

Company benefits:

- Company pension.
- Free parking.
- Casual dress code.
- Small village shop & post-office just a 2-minute drive.
- Social office environment.
- Located next to Wrenbury Train Station – good bus connections also.



This is an exciting opportunity so if you have the relevant skills, please apply now by sending your CV to paul@gh-construction.co.uk.