**Hours:** 40 per week

**Title:** Internal Telesales

**Location:** Swadlincote

**Salary:** Negotiable depending on experience

**Holidays:** 22 per annum + 8 days public/bank holidays

**Reporting to:**

National Sales Manager

**Duties and responsibilities**

Specific duties for the Internal Telesales include:

* Pro-actively seeking new business by targeting a combination of existing customers and prospective customers;
* Processing and actively chasing live enquiries;
* Managing your own accounts on a day-to-day basis;
* Assist with the coordination of new business as well as ensuring existing customers receive exceptional service at all times;
* Ensuring agreed sales targets are continuously met;
* Providing support to the regional sales managers;
* Achieving margins and increasing sales within your designated area;
* Answering inbound sales and queries;
* Contribute to and implement sales-related best practices.

**Duties and responsibilities**

General duties for the Internal Telesales include:

* Providing suggestions for future marketing campaigns and customer promotions;
* Providing feedback on market activities and give recommendations on improving customer service;
* Office support.

**Person specification**

The successful applicant will have:

* Excellent customer management skills;
* A proven record of delivering sales results, on time;
* Capability of managing your own workload and tracking performance;
* A co-operative attitude and be able to work well within a team;
* Excellent communication skills;
* Commitment and self-motivation;
* Microsoft office skills;
* Preferably experience within the construction industry – not essential.