

## **Sales Administrator Assistant:**

*Glazing Vision is seeking a Self-motivated enthusiastic candidate to join our expanding sales team, a natural forward planner who is comfortable working as part of a team and individually. This is an internal office position reporting directly to the Sales Manger, you will be expected to liaise with the Area Specification Managers to assist in the assigned sales territory to agreed targets.*

### Main Responsibilities:

- Answering customer queries via telephone and email
- Undertake quotations to an agreed time frame
- Undertaking pro active sales calls to arrange meetings for the Area Specification Managers
- Undertaking follow up calls
- Arrange pre order meetings as and when required for the Area Specification Managers

### **Essential**

### **Desirable**

#### ***Work skills***

- Ability to work using own initiative
- Excellent communication skills
- Time management skills
- Confident telephone manner

- Comfortable with cold calling
- Target & results orientated

#### ***Qualifications***

- IT Literate
- Excel & Word Processing
- Database management

- Good level of Literacy & Numeracy

#### ***General Skills & Attributes***

- Able to demonstrate excellent organization skills

20 days annual leave + bank Holidays  
Hours of work Mon – Fri 8.30am – 5pm 1hour lunch break.

Please forward CV & Covering letter to Mrs Annie Boswell [annie@glazing-vision.co.uk](mailto:annie@glazing-vision.co.uk)