

Sales Advisor

We have an exciting opportunity based at our office and factory in Eastleigh for an enthusiastic and business orientated Sales Advisor who is keen to join a long established and in-growth business with genuine opportunities for progression.

You will be involved in building up customer relationships and building them from potential leads into sales. Working as a part of a team as well as using your own initiative you will have a positive attitude working with customers over the phone and in person.

As a Sales Advisor the day-to-day duties will involve dealing with incoming sales enquiries from customers, providing quotations, maintaining a client relationship, and looking for new sales opportunities.

The office environment is fast paced and as we work in the Event Industry it can sometimes be hectic and therefore a strong personality, excellent organisational skills and a track record in sales is preferred.

As Sales Advisor the role will be varied but the main tasks you will be required to carry out are listed below:-

Responsibilities

Carry out sales activities to agreed targets and timescales

Answering incoming sales enquiries and return quotations where necessary

Effectively manage follow up calls and emails ensuring the computerised database is updated at all times

Manage diary effectively ensuring punctual contact with customers is maintained at all times

Spotting sales opportunities and upsell wherever possible

Targeted calls to existing data base when required

Become an integral part of the Covers & Linings office team assisting in all areas where necessary whilst be able to work under own initiative when the need arises

The successful candidate should ideally possess:-

Experience in sales is preferred with good customer service skills

Have a good command of the English language both verbally and written

Computer literacy and have the ability to pick up and operate our existing in house software

If you are interested in the role and meet the requirements above we are keen to hear from you.

Please email your application together with an up to date CV to sales@eventinteriors.com

Take a look at our website: www.eventinteriors.com