



Internal Sales Assistant – Full Time

Central Wire Industries UK Ltd., the UK's largest producer of stainless steel and nickel alloy based wires has an opening for an Internal Sales Assistant at the Head Office in Rotherham, South Yorkshire.

Reports to: Senior Sales Manager

Job Purpose:

The position requires effective support to sales managers and the need to develop sales and marketing activities in UK and export markets. The role involves engaging with and cultivating customers, soliciting orders and selling the company's products in accordance with established practices and procedures.

Key Duties and Responsibilities:

- Maintain and develop existing and new customers in both UK and export markets
- Respond to and follow up sales enquiries
- Communicate delivery information to the customer
- Prepare contact reports and maintain activity records pertaining to customers
- Research new and existing markets under guidance from senior sales manager
- Provide new market information to sales managers
- Prepare and submit special reports as directed
- Make cold calls using market information to create new sales and opportunities

Personal profile

- Previous sales experience, ideally in a metals based or industrial application
- Self-driven, with a focussed approach to providing high quality service.
- Organised, committed and able to work off their own initiative.
- Good communication skills
- Effective and reliable time management and problem solving skills
- Adept in the use of MS Office, particularly excel and word.

Job Type: Full Time (39 hours per week)

Benefits

CWI UK Ltd offers participation in a Group Personal Pension Plan, Life Insurance, Death in Service Benefit and 26 holiday days (+ statutory days)